



Paws4Fun Agility (P4FA) Board of Directors Terms of Reference (TOR)

V3.4

1. P4FA History

Paws4Fun Agility is a volunteer-based not-for-profit corporation. It was originally the All-Dog Sport Club (ADSC) and was renamed in 2013 to Paws4Fun Agility. In 2014 the club moved to Taylor Road where there are four acres of leased land and three full rings plus a puppy ring.

2. P4FA Mission Statement

To promote the recreational and competitive sport of canine agility through training, teaching, demonstrations, fun matches, social events, and Agility Association of Canada (AAC) sanctioned trials; to encourage responsible dog ownership and safe participation; and to educate the public on the sport of agility.

To provide all dogs with agility activities, in a fun, safe and positive learning environment to strengthen the bond between handler and dog.

3. Board Mandate

The Board of Directors is accountable to the members and is responsible for managing and supervising the activities and affairs of the Paws4Fun Agility club.

The Board of Directors is the body for executive decision-making and information exchange. It provides strategic direction related to Paws4Fun Agility club policy, operational initiatives, administration and oversees business priorities of the Paws4Fun Agility club.

4. Board Roles and Responsibilities

Roles and responsibilities of the Board of Directors include, but are not limited to:

- setting the vision and strategic directions of the Paws4Fun Agility club
- enforcing the Paws4Fun Agility club by-laws, policies, rules and regulations
- establishing policies, and rules and regulations to attain objectives of the Paws4Fun Agility club
- identifying business priorities and overseeing plans in support of these priorities
- deciding on policy, operational and administrative issues, taking into consideration recommendations from Committees, Coordinators, Board Members, experts and members
- making decisions on resource allocations, including preparation of an annual budget
- identifying corporate risks and implementing strategies to mitigate risks
- overseeing development and/or updating of the Paws4Fun Agility club business plan
- facilitating the sharing of information on key issues, priority business and initiatives
- scheduling and planning events which include but are not limited to: Sanctioned Trials; Fun Matches; including the K9 Kup series, and the Retired Agility Dogs event; participation in demonstrations such as local parades and festivals; training classes and workshops.

The Board of Directors is chaired by the President of the Paws4Fun Agility club. If the President is unavailable, the Vice-President (VP) may act as the chair with full authority.

The Vice-President, Treasurer, and 3 Directors (Facilities, Training, and Trials) comprise the Board of Directors. A vacancy on the Board may be filled by appointment at a meeting of the Board.

If a member is not able to attend a meeting, no alternates are permitted as per the Canada Not-for-profit Corporations Act.

Board Meetings shall be held in executive session, Directors are the only persons entitled to attend without invitation. Invitations for persons other than Directors to attend board meetings must be issued by the chair with agreement from a majority of the board members in advance of the meeting. Invitations to attend board meetings must be issued to all Coordinators, except for in-camera Board Sessions. The board is encouraged to invite subject matter experts to participate in the BoD deliberations.

5. Board Operational Support

The Board of Directors will be supported by Coordinators, which must include a Secretary. Other Coordinator positions will be created as the Board deems necessary. Coordinators serve without term. Coordinators are not members of the Board, but have a standing invitation to all meetings of the Board. Coordinators assist the Board in carrying out the affairs of P4FA.

The Board will also be supported by ad hoc committees or working groups that meet, examine items, research issues and present results and recommendations to the Board to enable decision-making. Committees will be chaired by an elected Board member and committee members must be members in good standing of P4FA.

6. Board Secretarial Support

Board of Directors support will be provided by the Secretary as follows:

Calling meetings of the Board of Directors	President
Scheduling meetings, preparing agenda	Secretary
Meeting room booking (if required)	Secretary
Meeting notification with attached Agenda and documents; distributing minutes	Secretary
Recording and editing meeting minutes	Secretary

7. Quorum at Board Meetings

In order for the meeting to proceed, the Board has to meet quorum. Quorum is reached when 4 members of the Board, 1 of whom must be the President or the VP, are present.

8. Conflict of Interest at Board Meetings

Any Board member that considers him/herself in conflict of interest should ask to be excused by the chair from voting and/or decisions.

9. Board Meeting Frequency

The Board of Directors typically meets at a minimum twice per year, but may meet more frequently when required. Board members may make requests to the chair to convene special or ad hoc meetings. Working groups or committees may meet as frequently as required.

10. Board Meeting Procedure

Meetings will proceed and the standard Agenda will be structured to follow Robert's Rules of Order. Agenda items should be submitted to the Secretary before the meeting. The meeting will follow the agenda and agenda item originators will be asked to present topics.

11. Board Meeting Minutes

A draft summary of the minutes will be forwarded to all Board members as soon as possible and before the next Board of Directors meeting.

12. Date of Annual Meeting of the Members

The Annual General Meeting (AGM) shall be held on the 5th Sunday falling after the last day of the Financial Year.

13. Financial Matters

Reimbursements of authorized expenditures and payment of invoices require submittal of supporting documentation, original or copies of original invoices or receipts from the provider of the goods or services.

Any and all Grants (a sum of money given by Paws4Fun Agility for a particular purpose to a member, non-member or organization) will be supported by a Resolution of the Board of Directors and/or other supporting documentation.

Paws4Fun Agility is required to charge \$25.00 to the issuer of an NSF cheque.

Cash payment for Paws4Fun Agility goods or services requires the recipient to issue to the payee a hard copy receipt identifying the payee, the goods or service provided and the amount collected, the duplicate of which will be attached to the Income Details submission form and submitted to the Treasurer as proof of the amount of cash received.

Beginning 1-Nov-2024, all refunds issued shall be subject to administrative fee to cover the cost to the club of issuing the refund. For example, the bank charge for sending an e-transfer, or the cost of mailing a cheque. To issue a refund, the Treasurer must be authorized in writing, which includes email, by a Director or Coordinator. A Director or Coordinator may elect to waive administrative fee, for example in cases where Paws4Fun caused the refund to be issued.

14. Documentation Matters

All documents related to Paws4Fun Agility shall be stored by the Corporation for a minimum of two (2) years, on paper in the repository of documents and/or in electronic form in online databases owned by the Corporation, or on physical devices owned by the Corporation.

Documents include, but are not limited to:

- Email sent to, or from, Paws4Fun email accounts, which the account holder deems to be important for historical or operational purposes;
- Corporate policies and procedures;
- Job descriptions, including but not limited to Roles and Responsibilities of Directors and Coordinators and descriptions of volunteer roles;
- Event premiums, entry forms, registrations and entries submitted to Paws4Fun, where events include but are not limited to sanctioned trials, fun matches, classes, and workshops;
- Financial documents, including but not limited to invoices, receipts, and expense reports.

Prepared by: Paws4Fun Agility members of the Board

Approved by Board of Directors:

Revised: March 2025

Annex A

Board Membership List

Title	Name	Phone/email
President	Heather Esdon	president@paws4funagility.ca
Vice-President	Sandra Johnson	vp@paws4funagility.ca
Treasurer	Carolyn Heide	treasurer@paws4funagility.ca
Facilities Director	Ian Cranstone	facilities@paws4funagility.ca
Training Director	TBD at 2025 General Meeting	training@paws4funagility.ca
Trials Director	Erin Moore	trials@paws4funagility.ca