

## **St. John's Rowing Club - Guidelines for Board Membership**

### **SJRC Board of Directions & Working Groups**

The SJRC Board of Directors is primarily responsible for long-term planning, financial, and administrative activities of the club. The SJRC Board has 11 positions: President, Vice-President, Treasurer, Registrar, Safety Director, Secretary and five Directors at Large. SJRC Board members are asked to commit to a two-year term for operational continuity, although the positions can shift annually, as interests and experience change.

The SJRC Board meets monthly with one meeting dedicated to the Annual General Meeting scheduled in June. Working subcommittees of 2-3 members meet as needed to support the following areas:

#### **Program Development**

#### **Finance**

#### **Human Resources (HR) & Occupational Health & Safety (OHS)**

#### **Communications & Partnerships**

All Directors and subcommittees work toward the best decisions for the club overall; therefore, communications flow freely among the groups. The SJRC Program Coordinator, SJRC Head Coach and Rowing Newfoundland Directors may be invited to board meetings as non-voting members to contribute to discussions.

Sample of the subcommittee work distribution for the current board membership:

## SJRC Board Membership 2022-2023

Member	Position	Subcommittee
Ann Dorward	President	Finance, Communications & Partnerships, HR & OHS
Lindsey Freeman	Vice-president	Communications & Partnerships, HR & OHS
Neva Fudge	Treasurer	Finance
Emma Ramsay	Registrar	Communications & Partnerships, HR & OHS, Program Development
Megan Fitzgerald	Safety Director	Communications & Partnerships, HR & OHS
Jane Brodie	Director at Large	Program Development
Kristine Power	Director at Large	Communications & Partnerships
Ian Power	Director at Large	Program Development
Vacant	Secretary	
Vacant	Director at Large	
Vacant	Director at Large	

**Monthly meeting schedule; Quarterly strategic plan review; Annual AGM**



### **SJRC Board Member Expectations**

SJRC Board members are adult volunteers who have an interest in the future of the club and are keen to contribute to club success. Board members have active and influential roles in this regard, but it is important to manage the time commitments and expectations for board members as volunteers. The following are the minimum expectations for SJRC Board members.

### **Attendance and Contributions to Scheduled Meetings**

#### **SJRC Board monthly meetings:**

A combination of virtual, hybrid and in-person meetings to manage the regular business of the club. An agenda is circulated in advance by email with topics to cover and requests for additional input. The goal is a 1 hour meeting to complete the business of the agenda. The current meeting schedule is for Sunday evenings at 7 pm based on member availability.

#### **SJRC Board Quarterly meetings to focus on the SJRC Strategic Plan:**

Every 3 months, one regularly scheduled meeting of the SJRC Board adopts a focus on one of the four main objectives of the [2022-2027 Strategic plan](#). Regular business is addressed briefly or summarised by email in advance, leaving time to review the club's progress towards the strategic objective and discussing any additions or changes to the indicators of success for that objective. The meeting usually takes 1 - 1.5 hours.

**SJRC Annual General Meeting:**

Scheduled for the month of June, the AGM is an in-person meeting advertised to all members of the club, Rowing Newfoundland Directors, and the general public. A summary is provided based on the Registrar, Finance, Communications & Partnerships and Programming leads, in the form of an Annual Report with highlights of the past year. A sample report can be viewed here: <https://sjrc.ca/annual-report-2021-22/>

The Board membership and roles are updated at the time of the AGM. If more than one person wishes to take on a particular Board role, a vote is taken.

**Contributions to Subcommittee Work:**

In alignment with personal interests, SJRC Board members contribute to the important work of the subcommittees. Subcommittees would ideally have at least three members for fair workload distribution. Subcommittee meetings and communications are scheduled internally. For example, summer employee hiring in the spring is a busy time for the HR subcommittee while finance work is distributed throughout the year working with the online business management system Quickbooks.

**Support for Other Events:**

The SJRC has a busy calendar of activities where extra volunteers are needed such as boathouse opening and closing. Board members are invited to participate along with club members.

**Communication Standards:**

The SJRC uses the Google platform. Each board member has a personal email address for club communications (yourname@sjrc.ca) and access to other email accounts as the role demands ([general@sjrc.ca](mailto:general@sjrc.ca), [hr@sjrc.ca](mailto:hr@sjrc.ca), etc.). Board members are featured on the SJRC "[About Us](#)" web page with a photo and brief bio. Board members are also listed under the profile of the club's legal entity - The St. John's Rowing Association - with the Registry of NL Companies.

**Expressions of Interest:** Expressions of interest from individuals interested in occasional volunteer work or SJRC board membership are very welcome. Please email:

[general@sjrc.ca](mailto:general@sjrc.ca)