



Leaders of Recreation Facility Operations

BOARD JOB DESCRIPTIONS

Recreation Facilities Association of British Columbia

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SECRETARY

- The Secretary liaises with the President and sits as a voting member of the Executive Committee.
- This position works closely with the Executive Director and President to organize, schedule, and provide notice of all Board and Executive meetings.
- The Secretary shall prepare agendas in consultation with the President and Executive Director and distribute them for all Executive Committee and Board of Directors meetings.
- Works with the Executive Director and President to ensure that relevant correspondence and information is included in Board and Executive agenda packages.
- Attends Executive Committee and Board meetings.
- The Secretary shall keep minutes of all Executive and Board meetings and upon adoption of the minutes, work with the Executive Director and Communications Manager to ensure that they are filed and accessible for members.
- Assists in the maintenance of Executive and Board minutes.
- Assists the President in ensuring that Board governance is observed for quorum and conducted as per RFABC's bylaws and policies.
- The Secretary shall, in the absence of the President, and secondly in the absence of the President Elect, assume the Chair and discharges those duties, and in doing so shall be possessed of all powers of the Chair.

EDUCATION & TECHNICAL DIRECTOR

- The Education/Technical Director shall report directly to the President, sits on the Board of Directors and shall have voting privileges.
- Attends all Board Meetings.
- The Director shall work closely with the Education and Business Manager and Executive Director to maintain and upgrade existing educational and technical programs and develop new educational and technical opportunities for the Association.
- The Director will work with the Business Manager, Communications Manager and Marketing/Membership Director to market existing and new educational opportunities for the Association.
- Acts as chairperson at the annual CADRE meeting for instructors.
- Prepares and submits an annual report to the Executive Director for distribution at the Annual Meeting.
- The Director will work with the annual Conference Committee to provide input and guidance for program and session development.
- Work with other agencies to bring the Association members new training opportunities and workshops.
- Approve the content of all new or revised educational programs developed for the Association.
- Acts as the liaison to the following agencies as they relate to education and technical requirements that fall within the RFABC mission or mandate:
 - Regulatory and Safety Agencies
 - Workman's Compensation Board
 - Air Quality Representatives
 - Government Agencies as appropriate
- The Director will review all new technical regulations developed through government agencies and report to the Executive Committee and Board with concerns and recommendations on the regulation.
- Be prepared to serve on Special Board Committees to meet RFABC's sector engagement goals.

MARKETING & MEMBERSHIP DIRECTOR

- The Director reports to the Past President, sits on the Board and shall have voting privileges.
- Attends all Board Meetings.
- Prepares and submits an annual report to the Executive Director for distribution at the Annual Meeting.
- The Director works closely with the Association's facility programming liaison. (ie: Programming stream).
- The Director works closely with the Executive Director for securing and purchasing all awards.
- The Director will work closely with the Past President and Executive Director in reviewing award criteria, nominations and implementing all new Association awards.
- The Director sends letters of congratulations to all annual award winners and letters are also sent to award winner employers indicating the award information and reason why their employee won the award.
- The Director assumes the duties of the Public Relation Officer. The Public Relations Officer will provide the press from time to time with such press releases and photographs that may be deemed advisable to keep other organizations and the general public aware of the Association's activities.
- The Director works to promote the Association to prospective new members. In addition, review and update the categories for membership as required.
- The Director works with the Executive Director to develop brochures and marketing material to promote initiatives of the Association.
- The Marketing Director will work closely with the Executive Director and Communications Manager to assist staff with the development and publishing the Associations' monthly Newsletter/Communique and quarterly magazine (F2F).

FACILITY PROGRAM DIRECTOR

- The Facility Program Director reports to the President-Elect, sits on the Board and shall have voting privileges.
- Attends all Board Meetings and reports as appropriate.
- Prepares and submits an annual report to the Executive Director for distribution at the Annual Meeting.
- The primary responsibility of the Facility Program Director is to foster connectivity and networking between the RFABC Programming Members across all Zones.
- The Facility Program Director liaises with the Zone Directors and Programming Members as required.
- The Facility Program Director liaises with the Zone Directors to appoint a Zone Member to serve as Program Coordinators in the Zones as appropriate.
- The Program Coordinators report jointly to the Zone Director and the Facility Program Director who informs the Board on organization wide program activities.
- The Facility Program Director acts as the primary spokesperson for the individual Program Coordinators and works closely with the Zone Directors and the Programming Members.
- Is responsible for all programming correspondence and updating of the Facility Programming mailing list in conjunction with RFABC Staff and the Zone Directors.
- Assists the Zone Directors in determining meeting locations and educational sessions in conjunction with other members.
- Arranges to have meeting summaries taken at each organization wide program meeting and forwards those to the Executive Director for distribution to the Executive Committee and Board as correspondence.
- Work closely with the Zone Directors and Program Coordinators to hold at least (2) organization wide Program Meetings per year where members of the organization can get together and discuss areas of mutual concern (one meeting may be held at the Annual Conference).
- Submit dates of all Program Meetings to the Communications Manager for publication of a calendar.
- Provide a brief written update on program activities for newsletters and the quarterly magazine (F2F).
- Assists Program Coordinators to engage guest speakers on areas of facility program operations.
- Be prepared to serve on Special Board Committees to meet RFABC's sector engagement goals.

ZONE DIRECTOR

Core Responsibilities:

- The Zone Director liaises with the President-Elect, sits on the Board and shall have voting privileges.
- Attends all Board Meetings and provides reports as appropriate.
- The primary responsibility of the Zone Director is to foster connectivity and networking between the RFABC Zone Members, both internally in the Zone and with other Zones as appropriate.
- The Zone Director acts as the primary spokesperson for the Zone.
- Appoints Zone Members to assist in zone management as appropriate (Vice-Director, Secretary).
- Arranges to have meeting minutes taken at each zone meeting and forwards those to the Executive Director for distribution to the Executive Committee and Board as correspondence.
- Hold at least two (2) Zone Meetings per year where members of the organization can get together and discuss areas of mutual concern (one meeting may be held at the Annual Conference).
- Determines meeting locations and educational sessions for the Zone.
- Submit dates of all zone meetings to the Communications Manager for promotion of the meeting and publication of a calendar.
- Prepares and submits an annual report to the Executive Director for distribution at the Annual Meeting.

Supplemental Responsibilities:

- The Zone Director liaises with and works closely with the Facility Program Director, the Membership Marketing Director, and the Education Technical Director as required.
- The Zone Director collaborates with the Facility Program Director to appoint a Zone Member to serve as Program Coordinator in the Zone as appropriate.
- Provides the zone input into the planning process of the RFABC Strategic Plan and the Annual Work Plan.
- Engages guest speakers to present on recreation facility operations at Zone Meetings as appropriate.
- Works with RFABC Staff to provide webinars and/or technical workshops for Zone Members.