

## **Board Member Position Description: American Canoe Association**

### **Overview**

The American Canoe Association (ACA) is governed by a member-elected Board of Directors. This board is composed of 15 directors with diverse skills and expertise, including legal, financial, environmental, and boating safety. The directors, who reside throughout the United States, serve two-year terms. Elections are held electronically and take place in early fall during the Annual Membership Meeting.

In addition to the Board of Directors, the ACA is supported by the Safety Education & Instruction Council, the Competition Council, and various standing and ad hoc committees and working groups. These entities serve in an advisory capacity, providing policy recommendations for the Board's consideration.

ACA members possess general powers and authority, including voting on and conducting certain association affairs as outlined in the Bylaws. This includes the ability to propose changes to the Bylaws. All ACA members are encouraged to participate in the Annual Membership Meeting each fall.

### **Board Composition**

**(3) At-Large Directors**

**(2) Independent Directors**

**National Activity Council Directors:**

**Safety Education & Instruction Council (SEIC) Director:** The Chair of the SEIC serves as the SEIC Director on the Board, representing the council and communicating information on all issues related to safety, education, and instruction.

**Competition Council Director:** The Chair of the Competition Council serves as the Competition Council Director on the Board.

**Regional Activity Council (RAC) Director:** The Chair of the RAC serves as the RAC Director on the Board, representing state directors, clubs, and other community groups, and communicating information on issues relevant to grassroots membership.

**Elite Athlete Directors:**

**Elite Slalom Athlete Director**

**Elite Sprint Athlete Director**

**Elite Paracanoe Athlete Director**

**At Large Athlete Director**

## Terms Lengths

- Elected members serve a two-year term ending on Dec. 31

## Requirements

- U.S. Citizenship
- Minimum 18 years of age
- Completion of SafeSport training
- Successful completion of background screening
- Submission of a Conflict-of-Interest statement
- Willingness to travel and cover expenses for the annual board meeting
- Active participation in board committees

## Roles and Responsibilities

- **Leadership and Governance:**
  - Aligning the shared mission, vision, and goals of the ACA.
  - Providing leadership and setting organizational direction.
  - Collaborating with the Executive Director (ED) to create policy and make strategic decisions.
  - Ensuring overall accountability and transparency for the common good.
  - Making decisions that best serve the organization.
  - Maintaining appropriate accessibility to the team under the ED's guidance.
- **Strategic and Financial Oversight:**
  - Transacting business of the Association, including binding contracts and agreements.
  - Managing all assets, finances, securities, and properties in accordance with established provisions.
  - Reviewing and approving the Association's strategic plan.
  - Approving the annual budget, annual report, and other planning documents and publications.
  - Overseeing financial activities throughout the year.
  - Reviewing and approving financial statements, annual reports, financial and control policies, and selecting independent auditors.
- **Policy and Compliance:**
  - Establishing policies, procedures, fee structures, rules, and other regulations governing the Association.
  - Ensuring athlete safety rules, policies, and procedures comply with USOPC and U.S. Center for SafeSport requirements.
- **Organizational Management:**
  - Proposing amendments to the Articles of Incorporation and Bylaws.

- Appointing or selecting delegates, representatives, candidates, and liaisons to represent the Association.
- Selecting, approving compensation for, evaluating, and terminating the Executive Director.
- Delegating management of Association activities to individuals or committees while retaining overall authority.
- Electing officers and removing individuals from elected or appointed positions for cause.

## **Key Characteristics of a High-Functioning Board**

- Modeling behaviors and values expected of the organization.
- Engaging in open and respectful dialogue.
- Cultivating trust and respect among members.
- Practicing active listening.
- Seeking outside expertise when appropriate.

This position requires commitment to the ACA's mission and values and a dedication to fostering a collaborative and effective governance structure. Board members play a crucial role in guiding the organization towards its goals while ensuring its integrity and accountability.