

American Canoe Association

Member of the Board of Directors Position Description

Mission

The American Canoe Association (ACA) provides paddlesports leadership, structure, and resources to promote our sport's health and social benefits and to enrich the experiences of all paddlers. At the most basic level, our goal is to grow our sport by helping all paddlers have more fun on the water.

Responsibilities

The Board of Directors supports the work of ACA and provides mission-based leadership and strategic governance. While day-to-day operations are led by ACA's Executive Director (ED), appropriate involvement of the Board is critical and expected. General responsibilities of a Board Member include setting direction and strategy for the Association, providing oversight, and ensuring resources are available to carry out ACA's missions and operations. Specific Board Member responsibilities include:

- Serving as a trusted advisor to the ED and working with them to develop and implement ACA's strategic plan.
- Reviewing outcomes and metrics created by ACA for evaluating its impact and regularly measuring performance and effectiveness using those metrics.
- Reviewing the agenda and supporting materials prior to board and committee meetings.
- Approving ACA's annual budget, audit reports, and material business decisions, including being informed of, and meeting all, legal and fiduciary responsibilities.
- Contributing to an annual performance evaluation of the ED.
- Assisting the ED and Board Chair in identifying and recruiting other Board Members.
- Partnering with the ED and other Board Members to ensure that board resolutions are carried out.
- Serving on committees or task forces and taking on special assignments.
- Representing ACA to stakeholders and acting as an ambassador for the organization.
- Ensuring ACA's commitment to a diverse board and staff that reflects the communities ACA serves.
- Making ACA a philanthropic priority by making annual gifts which reflect that priority. So that ACA can credibly solicit contributions from foundations, organizations, and individuals, ACA expects to have 100 percent of Board Members make an annual contribution that is commensurate with their capacity to give.
- Maintaining Bronze Paddle, or higher, membership in the ACA throughout the duration of service on the Board.

- Complying with ACA's Safe Sport, background check, Conflict of Interest, and Board training policies.

Board Terms and Expectations

ACA's Board Members serve a two-year term and are eligible for re-election by the membership for one consecutive term. Terms of service may change in the future. Board meetings are held monthly by teleconference (typically one to two hours long). At least two longer meetings, which may be in person, are held each year, typically in February and October. Additional committee meetings will be held in coordination with full board meetings.

ACA Board Members should expect to average two hours per week in support of ACA activities and operations. ACA Board Members are expected to attend at least 80% of all regularly scheduled meetings, including in-person meetings.

ACA Board Members are expected to serve on at least one standing or ad hoc Board committee. Current and planned committee opportunities include Finance/Audit, Nominating, SEIC, Fundraising, Competition, and Diversity, Equity & Inclusion.

Qualifications

ACA seeks Board Members who are passionate about ACA's mission and who have a variety of experiences, including some nominees who have a track record of board leadership as well as those involved in paddling at a grass roots level. Diverse backgrounds, perspectives, and skills will add to the strength of the board as a whole. We also value Board Members who have achieved leadership stature in business, government, philanthropy, or the nonprofit sector.

Other desirable qualifications include:

- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals; and
- Personal qualities of integrity, credibility, and a passion for improving the lives of ACA's members and the broader paddling community

Service on ACA's Board of Directors is without remuneration. Expenses associated with meeting attendance are the responsibility of each Board Member.