



Board Policy

Date of Approval: July 8, 2026, Next Review: 2028
Approved by: BCTTA Board of Directors

Policy Statement

The purpose of this policy is to delineate the roles and responsibilities of the Board of Directors of BCTTA. Additionally, the policy is a framework for accountability between Board Members and the membership at large.

Authority of the Board of Directors

As per BCTTA's bylaws, the Board approves, directs and establishes all matters of policy, procedure, budgeting, audited financial statements, strategic planning and operating planning.

Board Structure

The term of office of Directors will normally be Two (2) years. However, the Board may by Board Resolution determine that some Directors' positions will have a term of less than two years, the length of such to be determined by the Directors in their discretion, but only for the purpose of amending the alignment of Board terms to ensure a voting majority does not vacate office in a single year.

After the AGM election of directors, the president, vice- president, secretary, and treasurer are appointed by the Board of Directors on the same date as the AGM or no later than a week.

Role of Directors

A Director must meet high standards of conduct and diligence in carrying out his or her responsibilities to BCTTA. Under well-established principles, these standards are:

- a) **Duty of Care:** The duty of care describes the level of competence expected of a Director and is commonly expressed as the duty of "care that an ordinarily prudent person would exercise in a like position and under similar circumstances." This means that a Director owes a duty to exercise reasonable care when deciding to serve as a steward of BCTTA.
- b) **Duty of Loyalty:** The duty of loyalty is a standard of faithfulness; A Director must give undivided allegiance to the organization when making decisions affecting BCTTA. Other than a general sharing of "best practices" or an approved sharing of policies, a director cannot use information obtained through his or her position for purposes other than the best interests of BCTTA.
- c) **Individual Director Responsibilities:**
 - **Expectations of Directors**
 - Fulfill all responsibilities in an impartial manner and to the benefit of the organization at all times;
 - Act professionally and demonstrate support of BCTTA;
 - Refrain from criticizing the Board's action to others once a majority decision has been taken;
 - Be informed about BCTTA's mission, services, policies and programs;

- Follow all BCTTA policies, including but not limited to Conflict of Interest, Criminal Record and Screening Policy, Equity and Access Policy, and Code of Conduct and Ethics Policy;
- Complete all required ViaSport training and education, including but not limited to Commit to Kids via the Canadian Centre for Child Protection within 60 days of joining the Board;
- Build a collegial working relationship with other Directors and staff that contributes to consensus.
- **Meetings and Committees:**
 - Regularly attend Board and important related meetings and Board functions such as special events;
 - Volunteer for committee and assignments, and complete them thoroughly and on time;
 - Make a serious commitment to actively participate in committee work;
 - Be a cooperative member of the assigned committee.
- **BCTTA Organizational Improvement:**
 - Be an active participant in the Board's annual evaluation and planning efforts;
 - Suggest possible nominees to the Board and its committees who can make significant contributions to the Board of BCTTA;
 - Be willing to develop additional complementary skills (e.g., solicitation of funds; recruitment of Directors; understanding of financial statements; understanding of program areas);

Board Meeting Attendance

- The president will set the meeting schedule for the upcoming year within 30 days of the AGM, recognizing that the schedule is subject to change.
- Directors are expected to attend all board meetings within 12 months. If a Board member is absent for more than 35 percent of the scheduled meetings, then, as per BCTTA's bylaws, the Board may put forth a special resolution to the membership of BCTTA to remove the Director.
- A Director may be absent with notification when the Director has advised the President at least 48 hours in advance that they are unable to attend a meeting. It is incumbent upon the Director to review the subject matter of that meeting.

Acquired Knowledge

- Any Director, where elected or appointed to the Board of BCTTA, is expected to have basic knowledge of the roles and responsibilities of committees of the Board as defined in those committees' Terms of Reference.
- Directors are expected to avail themselves of training offered by the BCTTA, ViaSport, to enhance their effectiveness on the Board.
- Directors are expected to complete the Kids Safety Training required by ViaSport and the BC Government.

Discipline and Removal of a Director

- Any removal of a director must meet the requirements of the Bylaws of BCTTA.

Committees

Committees of the Board are established and responsible to the Board; ongoing functional committees:

- Financial Committee
- Policy & Governance Committee
- Nominations Committee
- Technical & Competition Committee