

ACC Board Elections: Role Descriptions

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All Board Members

Duties and Responsibilities

Governance and Oversight

- Set and approve the organization’s mission and direction.
- Develop and approve the 3-year strategic plan.
- Ensure compliance with bylaws and maintain legal and ethical integrity.
- Recruit, orient, and assess Board members.
- Hire, support, and assess the Executive Director.
- Assist the Executive Director in decision making.

Financial Management

- Approve yearly budgets and strategic plans.
- Ensure proper financial controls and accountability.
- Review quarterly performance against the budget and milestones.

Fundraising and Development

- Ensure adequate resources for the organization by partnering with staff to raise funds.
- Cultivate relationships with donors, sponsors, and partners.
- Promote membership growth and retention.

Advocacy and Public Relations

- Act as ambassadors for the ACC, promoting its mission and activities.
- Engage with members, stakeholders, and the community.
- Represent the ACC at events and meetings.

Program and Service Oversight

- Ensure the delivery of high-quality programs and services.
- Support new initiatives and evaluate program effectiveness.

Risk Management

- Develop and implement risk management policies.
- Regularly assess and mitigate organizational risks.

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Desired Attributes

Integrity	<ul style="list-style-type: none"> • Upholds high ethical standards and demonstrates honesty in all actions. • Maintains confidentiality. • Avoids conflict of interest.
Commitment	<ul style="list-style-type: none"> • Shares similar values to those of the Club. • Shows a strong commitment to the ACC's vision and mission.
Collaboration	<ul style="list-style-type: none"> • Naturally inclined to work well with others. • Fosters a cooperative and inclusive environment.
Strategic Thinking	<ul style="list-style-type: none"> • Capable of understanding and actively contributing to long-term planning and strategic decision-making.
Empathy	<ul style="list-style-type: none"> • Understands and values diverse perspectives and experiences. • Cultivates a supportive atmosphere.
Emotional Intelligence	<ul style="list-style-type: none"> • Self-aware and understands own emotions, thoughts, and behaviors. • Empathizes with the emotions of others, fostering strong interpersonal relationships.

Required Competency

Governance	<ul style="list-style-type: none"> • Organizational Understanding: Understands ACC's functions and capabilities. • Non-Profit Best Practices: Knowledgeable of best practices and processes for non-profit governance. • Board Responsibilities: Understands responsibilities and liabilities as a Director and Board member. • Fiduciary Responsibilities: Acts in the best interests of the Club, ensuring financial accountability, and managing assets responsibly. • Industry Insight: Experience with and knowledge of climbing, as well as an understanding of broader environment and trends affecting the sport.
Financial Oversight	<ul style="list-style-type: none"> • Financial Interpretation: Can read and interpret financial statements and budgets to ensure financial accountability. • Strategic Financial Insight: Maintains sufficient financial knowledge to identify risks in strategic plan implementation.
Risk Management	<ul style="list-style-type: none"> • Risk Identification and Mitigation: Proficient in identifying, assessing, and mitigating organizational risks. • Financial Risk Monitoring: Understands mechanisms needed to prioritize and monitor risks from a financial perspective.
Effective Communication	<ul style="list-style-type: none"> • Expresses Ideas Clearly: Effectively communicates ideas, information, and feedback, both verbally and in writing. • Active Listening: Gives full attention, seeks to understand, asks appropriate questions, and ensures others feel heard without interrupting. • Administrative Skills: Proficient use of email and MS Office applications.

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Advocacy and Public Relations	<ul style="list-style-type: none">• Stakeholder Relationships: Building and maintaining relationships.• Public Representation: Representing the ACC publicly and positively.• Community Engagement: Actively engages with the community.• Advocacy Efforts: Advocates for the organization's interests and policies.
Program Oversight	<ul style="list-style-type: none">• Board Operation Support: Supports effective and efficient Board operation.• Consensus Building: Strives for consensus while valuing diverse opinions.• Bias Identification: Identifies and diminishes 'group think' tendencies and recognizes decision-making biases in Board discussions.• Oversight Capability: Oversees the organization without direct involvement in the management process.
Problem-solving	<ul style="list-style-type: none">• Analytical Skills: Strong analytical skills to assess and address issues.• Decision-Making: Uses common sense, balanced reasoning, knowledge, and experience to debate and reach objective and optimal conclusions.• Handling Ambiguity: Comfortably deals with ambiguity and complexity.
Professional Expertise	<ul style="list-style-type: none">• Relevant Knowledge: In-depth understanding of specific areas relevant to the ACC, such as finance, law, marketing, or program development.• Industry Experience: Practical experience in industries related to the organization's mission. (e.g., outdoor recreation, environmental conservation)• Technical Proficiency: Proficiency in specific technical areas that support the operational aspects of the organization. (e.g., IT, HR, fundraising)

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President

Duties & Responsibilities

Leadership and Governance

- Provide strategic direction and leadership to the Board and the organization.
- Ensure the ACC operates in alignment with its mission, values, and strategic goals.
- Lead the development and approval of the 3-year strategic plan.
- Ensure compliance with the club's bylaws, legal requirements, and ethical standards.

Board Management

- Plan, prepare, and chair board meetings, including setting agendas in collaboration with the Executive Director and board members.
- Ensure efficient use of time by confirming materials are thorough submitted by the ED and board members ahead of meetings.
- Facilitate effective communication and decision-making within the Board.
- Oversee the recruitment, orientation, performance assessment and management of individual board members.
- Foster a collaborative and productive board culture.

Executive Oversight

- Hire, support, and evaluate the performance of the Executive Director.
- Provide guidance and support to the Executive Director in executing the ACC's strategic plan and day-to-day operations.
- Ensure the Executive Director has the resources and support needed to achieve organizational goals.

Financial Oversight

- Ensure the development and approval of the annual budget and strategic financial plans.
- Monitor the financial health of the organization and ensure proper financial controls and accountability.
- Review quarterly financial performance and ensure alignment with the budget and strategic goals.

Fundraising and Development

- Support fundraising efforts and resource development initiatives.
- Cultivate relationships with major donors, sponsors, and partners.
- Promote membership growth and retention.

Advocacy and Public Relations

- Act as the primary spokesperson for the ACC, representing the club at events, meetings, and in the media.
- Build and maintain positive relationships with members, stakeholders, and the community.
- Advocate for ACC's mission and promote its activities and achievements.

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Program and Service Oversight

- Support the development and implementation of new initiatives.
- Evaluate program effectiveness and recommend improvements.

Risk Management

- Ensure the implementation of risk management policies and procedures.
- Regularly assess and mitigate risks to the organization and its members.

Additional Responsibilities for the President

The President does not chair any of the standing Board committees. However, the role requires additional time and effort to recruit, evaluate, and nominate candidates for the Chair positions of the Nomination Committee, Fund Development Committee, and Legal Committee. Extra time is also needed to ensure these Chairs are supported and effectively fulfill their duties and responsibilities.

Priorities for 2025 - 2028

- **Ensuring Relevance:** Continue implementing changes to stay relevant while understanding ACC's history to support progress and respect the past.
- **Strategic Planning:** Strategic thinking is key for developing the 2025 plan that will guide the organization from 2026 to 2029.
- **Board Coaching:** Guiding and motivating new board members is crucial for a cohesive and effective board.
- **HR and People Skills:** HR expertise, empathy, and strong people skills are essential in this role.
- **Leadership and Facilitation:** Strong leadership experience is necessary, with an emphasis on facilitating and listening to others

Desired Attributes

Leadership	<ul style="list-style-type: none">• Demonstrates a natural ability to inspire, guide, and influence others.• Effectively understands interpersonal dynamics and can resolve conflicts among Board members or between Board members and staff.• Effectively facilitates constructive Board discussions by empowering Board members to participate.
Integrity	<ul style="list-style-type: none">• Demonstrates honesty, ethical behavior, and strong moral principles.
Visionary Thinking	<ul style="list-style-type: none">• Has the ability to see the big picture and anticipate future trends and challenges.• Possesses a strategic vision and the ability to think critically.
Empathy	<ul style="list-style-type: none">• Understands and shares the feelings of others.

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Required Competency

Governance	<ul style="list-style-type: none">• Organizational Knowledge: Fully understand organizational bylaws, policies, and legal requirements.• Meeting Leadership: Effectively leads meetings and is well-prepared with necessary participants.• Delegation: Skillfully delegates responsibilities to Board members based on their skills and areas of responsibility.• Role Clarity: Clearly establishes and maintains distinct roles between volunteer Board members and staff.• People Management: Manages people effectively, including overseeing the performance of the Executive Director and addressing Board member behavior.
Strategic Planning	<ul style="list-style-type: none">• Long-Term Strategy: Skilled in developing and implementing long-term strategies to achieve organizational goals.
Financial Acumen	<ul style="list-style-type: none">• Financial Oversight: Proficient in budgeting, financial planning, and financial oversight.
Public Speaking	<ul style="list-style-type: none">• Effective Communication: Communicates effectively with diverse audiences and represents the organization publicly.• External Relationships: Skillfully manages relationships with external partners

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Secretary

Duties & Responsibilities

Meeting Administration

- Organize and schedule Board meetings, including the preparation and distribution of agendas and materials.
- Record and maintain accurate minutes of Board meetings and promptly distributing to Board members for review and approval.
- Ensure proper documentation and follow-up on action items from Board meetings.

Record Keeping

- Maintain accurate and up-to-date records of the organization, including bylaws, policies, and Board resolutions.
- Ensure the secure storage and accessibility of important documents, both digital and physical.
- Manage and update membership records and Board member contact information.

Compliance and Legal

- Ensure the ACC complies with all legal and regulatory requirements, including filing necessary documents with government agencies.
- Maintain records of the organization's legal and compliance documents.
- Assist in updating and maintaining the ACC bylaws and policies as required.

Communication

- Facilitate communication between Board members, the Executive Director, and other stakeholders.
- Distribute meeting notices, agendas, minutes, and other relevant documents to Board members in a timely manner.
- Serve as the primary point of contact for Board-related inquiries and correspondence.

Support to the President and Board

- Assist the President in preparing for Board meetings and other official duties.
- Provide administrative support to Board members as needed.
- Coordinate and assist with the orientation and onboarding of new Board members.

Annual General Meeting (AGM)

- Organize the logistics and documentation for the AGM, ensuring compliance with ACC bylaws and legal requirements.
- Prepare and distribute the agenda, reports, and other necessary materials for the AGM.
- Record and distribute the minutes of the AGM.

Membership Engagement

- Assist in managing communication and engagement with ACC members.
- Ensure timely communication of important updates, events, and initiatives to the membership.

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- Support the development and implementation of membership engagement strategies.

Documentation and Reporting

- Ensure accurate documentation of the organization’s activities, decisions, and policies.
- Prepare and distribute annual reports and other official documents as required.
- Maintain a comprehensive archive of the club’s historical records.

Additional Responsibilities for the Secretary

Chair of the Governance Committee: The Secretary is responsible for leading the committee's efforts. This includes additional time and effort to recruit, evaluate, and nominate candidates for committee membership. The Secretary must also ensure that committee members are supported and effectively meet their duties and responsibilities.

Priorities for 2025 - 2028

- **Governance Expertise:** Strong governance experience, process knowledge, and multi-stakeholder engagement are essential, especially as we complete major governance reviews and actions.
- **Strategic Thinking and Communication:** Strategic thinking and communication are key skills for success in the upcoming term.

Desired Attributes

Attention to Detail	<ul style="list-style-type: none"> • Naturally meticulous and thorough in managing documentation and records.
Organizational Skills	<ul style="list-style-type: none"> • Innately structured and systematic in handling tasks and schedules.
Reliability	<ul style="list-style-type: none"> • Consistently dependable and trustworthy in fulfilling responsibilities.
Communication	<ul style="list-style-type: none"> • Clear and concise in both written and verbal communication. • Able to communicate appropriately for the needs of the audience. • Ability to handle all member communications. • Effectively conveys information to others. • Ability to foster positive working relationship with other board members.
Decision Making	<ul style="list-style-type: none"> • Considers the relative costs and benefits when choosing options.

Required Competency

Governance	<ul style="list-style-type: none"> • Board Guidance: Capable of providing guidance to the President and Board members regarding the organization and execution of Board of Directors (BOD) meetings. • Planning and Compliance: Ensures that the Board's work and the larger organization's activities are well planned and executed, facilitating compliance with relevant requirements, policies, and procedures. • Strategic Understanding: Understands the organization's strategic goals and plans.
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Meeting Administration	<ul style="list-style-type: none">• Meeting Organization: Proficient in organizing, scheduling, and documenting board meetings and Annual General Meetings (AGMs).• Office Procedures: Experienced with stenography, transcription, designing forms, and other office procedures and terminology.
Record Keeping	<ul style="list-style-type: none">• File Maintenance: Skilled in maintaining accurate and up-to-date organizational files and records, including the use of Microsoft Office and other relevant applications.
Legal Compliance	<ul style="list-style-type: none">• Regulatory Knowledge: Knowledgeable about legal and regulatory requirements for non-profit organizations.• Accurate Record Keeping: Capable of maintaining accurate records as required by the by-laws and legal requirements, ensuring confidentiality where appropriate.• Legal Familiarity: Familiar with provincial and federal laws and regulations governing non-profit record keeping, reporting, and filing requirements.
Member Engagement	<ul style="list-style-type: none">• Communication Management: Effective in managing communication and engagement with members and stakeholders.

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VP Activities

Duties & Responsibilities

Program Development

- Oversee a diverse range of alpine activities, including climbing, mountaineering, hiking, and skiing.
- Ensure programs and events align with the club's mission and strategic goals.
- Coordinate with regional sections to support local activities and ensure consistency in programming.

Event Planning

- Ensure events are relevant to club goals and section volunteer development needs
- Support the planning, organization, and execution of major club events.

Volunteer Management

- Ensure ACC Sections have the relevant resources to recruit, train, and support volunteers involved in planning and leading activities.
- Share promising practices across ACC Sections.
- Support the recognition and reward of volunteer contributions.

Safety and Risk Management

- Support national office staff and section executives to develop and implement safety guidelines and protocols for activities.
- Ensure the Safety Committee with regular reviews and updates of safety procedures.

Budget and Resource Management

- Coordinate with national office staff to manage the Leadership Development Fund.
- Seek funding and grants to support new and ongoing initiatives.

Reporting and Documentation

- Provide regular reports to the Board on the status and impact of programs.
- Document best practices and lessons learned to continually improve programming.

Additional Responsibilities of the VP Activities

Chair of Leadership Development Committee

Leads the committee focused on promoting and facilitating leadership-related training for ACC members across Canada. This includes overseeing the ACC Leadership courses, the National Leadership and Technical Training Development (LTTD) program, seminars, written materials, and other formats determined by the committee. The Vice President of Activities may appoint a committee co-chair if desired. The committee consists of five to seven members, including a designated representative of the national office as an ex-officio member. Volunteer members of the committee are appointed by the chairperson(s) from ACC volunteers across Canada.

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Ex-Officio Member of the Safety Committee

Serves as an ex-officio member, contributing to the continuous development of safety standards across the club's activities. The Safety Committee is dedicated to ensuring that the diverse mountain activities organized by the National Office and local sections are conducted in a safe and enjoyable manner. Recognizing that mountain activities inherently involve risk, the committee strives to uphold the ACC's core value of safety by reviewing incidents on section trips and providing recommendations for improvements to policies and practices. The committee, consisting of five to seven members from various sections, works diligently to update materials and resources shared with local sections.

Ex-Officio Member of GMC Committee

Serves as a non-voting member of the General Mountaineering Committee (GMC), which is responsible for planning and operating the annual General Mountaineering Camp. The VP Activities ensures the Committee's alignment to ACC goals, mission, and vision.

Award Committees

Supports Karl Nagy and Jim Colpitts award selection.

UIAA Technical Commission

Serves as a corresponding member.

Priorities for 2025 - 2028

- **Leadership Development:** Focus on leadership development and empowering sections to cultivate more leaders. Multitasking and availability are crucial for overseeing multiple committees and collaborating with the office.
- **Collaboration and Oversight:** Work collaboratively with the office to rethink and oversee core ACC activities, understanding and addressing the varying needs of different sections.
- **Group Dynamics and Leadership:** Enjoy working with groups to find collaborative solutions. Strong leadership skills are essential, including the ability to facilitate rather than direct.

Desired Attributes

Passion for Alpine Activities	<ul style="list-style-type: none">• Naturally enthusiastic about climbing, mountaineering, hiking, and skiing.
Integrity	<ul style="list-style-type: none">• Honest and ethical in interactions and decisions.
Empathy	<ul style="list-style-type: none">• Able to understand and respond to the needs and concerns of members and volunteers.

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Required Competency

<p>Planning & Coordination</p>	<ul style="list-style-type: none"> • Program and Event Management: Skilled in organizing and managing programs and events. • Budget Management: Experienced in budget preparation and execution. • Committee and Staff Collaboration: Experienced in working with committees and paid staff. • Volunteer Management: Proficient in recruiting, training, and supporting volunteers.
<p>Activities Portfolio</p>	<ul style="list-style-type: none"> • Operational Knowledge: Demonstrates knowledge of the current portfolio structure, operations, and challenges. • Mountain Sports Background: Has a background and active participation in mountain sports. • Activity Objectives Understanding: Possesses functional knowledge of the Club's activity objectives and mountain areas to assess ideas from members and club leaders.
<p>Leadership Development</p>	<ul style="list-style-type: none"> • Leadership Skills Development: Familiar with leadership skills development and national and section leadership needs. • Training Facilitation: Promotes and facilitates the delivery of leadership-related training to ACC members across Canada. • Leadership Needs Understanding: Understands the leadership development needs at both national and section levels. • Program Creation: Capable of creating and maintaining programs that enhance leadership skills among members.
<p>Risk Management</p>	<ul style="list-style-type: none"> • Safety Protocols: Knowledgeable about developing and implementing safety protocols. • Liability Insurance: Basic knowledge of liability insurance.