

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

## Required Competency

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

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

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## Treasurer

- Communication skills – effective written communication as appropriate for the needs of the audience, talking to others to convey financial information effectively. Ability to convey financial information in the form of financial statements and budgets to the Board and membership. Able to translate financial information and financial concepts for the Board.
- Basic computer skills (word processing, spreadsheets, email, etc.) and knowledge of financial software used by the ACC, or similar and ability to transfer that knowledge to new software.
- High level of integrity and ability to foster positive working relationship with other Board members, auditors and regulatory officials.
- Ability to maintain accurate records as required by the by-laws and the law and to ensure confidentiality of those records where appropriate.
- Familiar with provincial and federal laws and regulations governing non-profit financial record keeping, reporting and filing requirements.
- Understanding of financial reports, budgeting and non-profit financial terminology and requirements.
- Planning – ability to partner with other members of the Board to develop a useful budget. Bring value in preparing for budget discussions and conveying budget information to the Board. Ensure that the budget reflects the intentions and objectives of the Board's strategic plan.
- Strategy – ability to bring financial leadership to the organization. Ability to seek financial options and decisions needed for longer term goals and initiate discussions to connect finance and mission. Must also understand the financial strategic goals and plans of the organisation.
- Attention to detail for effective financial tracking and reporting. Must ensure that the financial plan of the Board and the larger organisation is well planned and executed and that compliance with relevant requirements, policies and procedures is facilitated

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## VP Facilities

- Demonstrate general knowledge of the hut and other facilities of the ACC, including a working knowledge of the general distribution of third party facilities in the mountain environment.
- Experience in the operation, maintenance and planning of physical facilities, both backcountry and front country employing functional, economical, culturally acceptable and environmentally appropriate practices.
- Strong environmental principles and knowledge regarding construction and operation of facilities
- Functional knowledge of the Club activity objectives and mountain areas so as to assess received ideas from members and club leaders
- Basic knowledge of liability insurance
- Experience in Budget preparation and execution
- Experience in working with committees and paid staff

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## VP Access & Environment

- Communication skills (oral and written)-communicating effectively in writing as appropriate for the needs of the audience, talking to others to convey information effectively.
- Basic computer skills (word processing, spreadsheets, e-mail, etc.).
- Demonstrated familiarity with the mountain community and The Alpine club of Canada including its strategic goals and plans both generally and in respect of A&E.
- Ability to build, manage and motivate a cross-country committee of A & E representatives.
- Familiarity with the programs and undertakings of the ACC and the positioning of those matters in access advocacy or environmental advocacy.
- Portfolio management-ability to provide guidance to the president, Board, sections, club members and third parties on access and environmental issues including good political awareness, connectedness and positioning.
- Judgment and decision-making ability to weigh the cost benefit of various alternatives and choosing the appropriate alternative.