

BOWLING FEDERATION OF SASKATCHEWAN

POLICIES & PROCEDURES MANUAL

(Amended February, 2013)

BOARD STRUCTURE

The Board members of the Bowling Federation of Saskatchewan (hereafter referred to as “the Board of Directors”) will be the 4 Executive and 8 Delegates.

RESPONSIBILITIES AND QUALITIES:

1. Have an understanding of the values of sport, and bowling in particular, to the individual participant, the community and the province.
2. Recognize that all members of the bowling community, regardless of age and ability levels, are entitled to receive and benefit from the programs and services of the Federation.
3. Have an understanding of the goals and objectives of the Federation and the desire to advance them.
4. Act in an ethical manner, act in good faith and act in the best interests of the Federation.
5. Have the desire to work as a team to develop and promote the Federation.
6. Accept responsibility and have a willingness to give freely of both time and energy.
7. Be cooperative, objective and fair minded.
8. Prepare and develop a Strategic Plan which sets forth the purpose/mission, goals and objectives of the Federation and its Member Organizations.
9. Formulate and establish guidelines that enable implementation of the Strategic Plan.
10. Promote teamwork to maintain continuity in the Federation through the

development of proper structures with appropriate lines of responsibility, authority and accountability.

11. Establish terms of reference for required committees, outline resources available for committee functions and establish committee reporting procedures.
12. Promote good public relations for the Federation.
13. Attend all meetings of the Federation and specific assigned committees with a readiness to fully participate.
14. Serve on committees.
15. Act on and report on assigned tasks.

ACCOUNTABILITY

The Board of Directors is accountable and responsible to be in compliance with Sask. Sport sport criteria, Saskatchewan Lotteries Trust guidelines and the Saskatchewan Non-Profit Corporations Act as a Federation.

OFFICERS - EXECUTIVE

Officers form the Executive of the Federation, and are elected and/or appointed at the Annual Meeting. The Officers of the Federation will be the President, Vice-President, Executive Director, and Secretary/Treasurer. Officers may be appointed to complete the term of vacated positions.

RESPONSIBILITIES

1. Oversee the operations and affairs of the Federation between meetings of the Board of Directors.
2. Conduct business of the Federation in conjunction with the Board of Directors.
3. Ensure the ongoing operations of the Federation are being effectively managed within the policies established by the Board of Directors.
4. Within established policy, act on behalf of the Federation and represent the Federation to other organizations, business and government.
5. Monitor policy implementation.
6. Ensure that responsibilities and guidelines for committees are developed.
7. Inform the Board of Directors of actions taken between Board meetings.

ACCOUNTABILITY

The Executive is accountable and responsible to the Board of Directors and to be in compliance with Sask. Sport sport criteria, Saskatchewan Lotteries Trust guidelines and the Saskatchewan Non-Profit Corporations Act as a Federation.

PRESIDENT

The President is elected for a two (2) year term in even numbered years.

RESPONSIBILITIES

1. Preside at all Federation meetings.
2. Together with the Executive Director, prepare the agenda for Federation meetings for distribution by the Secretary/Treasurer.
3. Convene special meetings as the need arises.
4. Supervise and direct the activities of the Federation.
5. Guide, monitor, and oversee the activities of the Executive.
6. Represent the Federation in business with its current Member Organizations, Sask. Sport, the provincial government and other agencies.
7. Ensure policies are implemented and long and short term goals are accomplished.
8. Prepare and report on Federation actions and activities at each Federation meeting.
9. Be one of the authorized signing authorities for the Federation bank account.
10. Be a member of the Human Resources Committee.
11. In consultation with the other members of the Human Resources Committee, conduct an annual performance review of the Executive Director.

ACCOUNTABILITY

The President is accountable to the Board of Directors.

VICE-PRESIDENT

The Vice-President is elected for a two (2) year term in odd numbered years.

RESPONSIBILITIES

1. In the absence of the President, the Vice-President will assume the role and responsibilities of that position.
2. Prepare and report on Federation actions and activities at each Federation meeting.
3. Be one of the authorized signing authorities for the Federation bank account.
4. Meet with the President and the Executive Director to liaise on the business of the Federation, as required.
5. Be a member of the Human Resources Committee.
6. In consultation with the other members of the Human Resources Committee, conduct an annual performance review of the Executive Director.

ACCOUNTABILITY

The Vice-President is accountable to the Board of Directors.

SECRETARY/TREASURER

The Secretary/Treasurer is appointed by the Executive.

RESPONSIBILITIES

1. Prepare and distribute meeting agendas to all Board members.
2. Record minutes of Board meetings and distribute to all Board members, once reviewed and approved by the President and Executive Director.
3. Keep an accurate record of all Minutes and motions.
4. Prepare and distribute motions to all Board members to amend the Bylaws at least 30 days prior to the Semi-Annual Meeting.
5. Be the keeper of the Bylaws and Policies and Procedures Manual and make amendments as and when required.
6. Be a member of the Human Resources Committee.
7. In consultation with the other members of the Human Resources Committee, conduct an annual performance review of the Executive Director.
8. Be an authorized signing authority for the bank account.
9. Review audits and/or reports as required.

ACCOUNTABILITY

The Secretary/Treasurer is accountable to the Board of Directors.

COMMITTEES

Committees work with the established policies and guidelines of the Board of Directors to develop, implement, and evaluate specific programs.

DUTIES AND RESPONSIBILITIES

1. Establish annual goals and objectives for the committee within the guidelines established by the Board of Directors.
2. Recommend goals and objectives through the appropriate chain of command to the Board of Directors for their approval.
3. Provide input on program budget.
4. Prioritize and establish time lines to complete various tasks to meet specific goals and objectives.
5. Observe schedules and established time lines to complete various tasks to meet specific goals and objectives.
6. Evaluate goals and objectives relative to the program direction of the Association.
7. Develop proposals for policy direction for consideration by the Board of Directors.
8. In consultation with the Board of Directors, develop a committee policy and procedures process detailing principles and procedures to clearly define working methods of the committee.
9. One member of each committee must be from the Board of Directors.
10. The Past President will be part of the Human Resources Committee.

ACCOUNTABILITY

Committee members are accountable to the Board of Directors.

CONFLICT OF INTEREST POLICY

These guidelines are applicable to the Executive and Delegates of the Federation.

1. DEFINITION

Conflict of Interest - Any situation where any member of the Executive or any Delegate promotes an interest which results or appears to result in the following:

- i) an interference with the objective exercise of their responsibilities with the Federation.
- ii) a personal gain or advantage by virtue of their position with the Federation.

2. POLICY

a) Depending on the nature of a person's responsibility, it may be necessary, in some cases, to restrict their activities to ensure that a conflict of interest does not, or does not appear to, exist.

b) Any matter involving what is, or may appear to be, a conflict of interest will be referred to the Executive for determination and resolution.

c) Executive members or Delegates may not accept any gift, service or payment from a third party which could be interpreted as compensation for services rendered through their position with the Federation. Gifts may be accepted in the following circumstances:

- i) the normal exchange between friends;
- ii) the normal exchange of hospitality between persons doing business together; or
- iii) tokens exchanged as part of protocol.

3. PROCEDURE

a) Any Executive member or Delegate who perceives that a conflict of interest exists, or has the potential to develop due to their position, will disclose the nature and extent of their involvement to the President of the Federation. If the President perceives that a conflict of interest exists, or has the potential to develop due to his/her position, they will disclose the nature and extent of their involvement

to the Vice President of the Federation

- b) The disclosure will be made:
 - i) immediately after they become aware of a private or personal interest in a matter which is being considered;
 - ii) immediately after they become aware of a private or personal interest in an existing matter;
 - iii) immediately after a person who has a private or personal interest in a matter becomes an Executive member or Delegate.

c) All Executive members and Delegates will be required to acknowledge their awareness of this policy and state any real or potential conflicts of interest.

4. RESOLUTION

If a conflict of interest, or violation of this policy occurs, one of the following actions will result:

- a) the President, acting on behalf of the Board, will, in writing, disqualify the person from further participation in Federation meetings or all other Federation business;
- b) the person's resignation is accepted;
- c) evidence is accepted that the person has removed himself/herself from the outside situation causing the conflict.

DISPUTE RESOLUTION POLICY

A Dispute Resolution Policy is available on the Bowling Federation website for the use and benefit of the Member Organizations.