
**OPERATING POLICY –
OFFICERS AND DIRECTORS**

**VORLAGE RACING CLUB/
CLUB DE COMPETITION VORLAGE**

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GENERAL OPERATING BY-LAW NO. 1

The Vorlage Racing Club / Club de Competition Vorlage (the “Club”) General Operating By-Law No. 1 permits the Club to enter into Operating Policies that are not inconsistent with the By-laws of the Club relating to such matters as terms of reference of committees, duties of Officers, Board code of conduct and conflict of interest as well as procedural and other requirements relating to the By-laws as the Board may deem appropriate from time to time. Any Operating Policy adopted by the Board will continue to have force and effect until amended, repealed, or replaced by a subsequent resolution of the Board.

THIS OPERATING POLICY is designed to set out the roles of the Directors of the Club and the positions which they fill in the Club’s operations.

DIRECTORS

1. At all times, the Club will elect at least five (5) directors on the Board of Directors. At least two of the Directors should not serve as an Officer of the Board – ie: President, Treasurer or Secretary of the Board.
2. The following positions will serve as Directors on the Board of Directors:

President (Officer)
Vice-President, Operations
Vice-President, Race Management and Equipment
Treasurer (Officer)
Secretary (Officer)
U18 Coordinator
U16 Coordinator
U14 Coordinator
U12 Coordinator
U10 Coordinator
Nancy Greene Coordinator
Volunteer Coordinator
Fundraising Coordinator
Trip Coordinator

3. Where possible, it is recommended that each position be held by a separate individual; however, due to volunteer shortages in certain instances, it is agreed that a Director may

serve in more than one of the positions noted above at any given time; however, the Director would still have only one (1) vote at each meeting of the Board of Directors.

4. A Director is elected for a term of three (3) years, renewable once for a maximum of six (6) years on the Board. After serving six (6) years on the Board it is recommended that the Director take at least one (1) year off of the Board before serving again for another term. Where there are no other volunteers available, this rule may be overruled by a majority vote at the Annual General Meeting of the Members.
5. Job Descriptions for each of the positions are attached as Exhibits to this Operating Policy.

PRESIDENT

The President shall:

- Regularly attend meetings of the Vorlage Racing Club Board of Directors as well as annual and special general meetings of the Members;
- Make responsible decisions on the ongoing affairs of the Club;
- Undertake projects to enhance the management of the Club;
- Be an advocate, supporter and spokesperson for the Club;
- Be a cheques signing officer;
- Act as a mentor for new Board members as needed, to provide assistance to any and all Board members as needed;
- Act as a mediator / arbitrator / peacemaker in the event of acrimony developing between members of the Board that becomes detrimental to the smooth functioning of the Board;
- Develop and maintain a visible presence with the Club.

Except where the President may delegate the responsibility to another person, the President shall preside at all general meetings of the Club. The President shall be the *ex officio* member of all committees, except any nominating committee, shall appoint all chairs of standing and special committee subject to ratification by the Board, coordinate all duties of the Board, committees and staff, and be the spokesperson for the Club.

VICE-PRESIDENT, OPERATIONS

The Vice-President, Operations, shall act in the absence of the President and shall have other powers as may be assigned by the Board of Directors. The Vice-President, Operations, shall:

- Regularly attend meetings of the Vorlage Racing Club Board of Directors as well as annual and special general meetings of the Members;
- Chair or Co-Chair all general meetings of the Club in the absence of the President, either alone or together with the Vice-President, Race and Equipment Management, as may be agreed upon between themselves;
- Have the authority to assume the role and responsibilities of the President, whenever he / she is unable to do so;
- Make responsible decisions on the ongoing affairs of the Club;
- Undertake projects to enhance the management of the Club, and in particular, shall be responsible for the operations and related activities related to the following:
 - Overseeing coaching staff; and
 - Overseeing coach coordinators in various age groups;
- Be an advocate, supporter and spokesperson for the Club;
- Be a cheques signing officer.

VICE-PRESIDENT, RACE & EQUIPMENT MANAGEMENT

The Vice-President, Race & Equipment Management, shall act in the absence of the President and shall have other powers as may be assigned by the Board of Directors. The Vice-President, Operations, shall:

- Regularly attend meetings of the Vorlage Racing Club Board of Directors as well as annual and special general meetings of the Members;
- Chair or Co-Chair all general meetings of the Club in the absence of the President, either alone or together with the Vice-President, Operations, as may be agreed upon between themselves;
- Have the authority to assume the role and responsibilities of the President, whenever he / she is unable to do so;
- Make responsible decisions on the ongoing affairs of the Club;
- Undertake projects to enhance the management of the Club, and in particular, the Vice-President, Race & Equipment Management shall be responsible for the operations and related activities related to:
 - Managing all race and club equipment to ensure that they are sufficient and in good repair; and
 - Overseeing all race management.
- Be an advocate, supporter and spokesperson for the Club;
- Be a cheques signing officer.

SECRETARY

The Secretary shall:

- Regularly attend meetings of the Vorlage Racing Club Board of Directors as well as annual and special general meetings of the Members;
- Maintain the annual register of Regular Members, Honourary Members and Life Members of the Club;
- Maintain complete and accurate records of all waivers and releases signed by Regular Members
- Maintain complete and accurate minutes of all Board and Club meetings and make them available for inspection to any and all Members of the Club;
- Be responsible for maintaining complete and accurate records of Club business;
- Make responsible decisions on the ongoing affairs of the Club;
- Undertake projects to enhance the management of the Club, as appropriate and authorized by the Board;
- Be an advocate, supporter and spokesperson for the Club.

TREASURER

The Treasurer shall:

- Regularly attend meetings of the Vorlage Racing Club Board of Directors as well as annual and special general meetings of the Members;
- Make responsible decisions on the ongoing affairs of the Club;
- Be an advocate, supporter and spokesperson for the Club;
- Serve as principal cheques signing officer;
- Review financial statements and general ledger details on a periodic basis, make inquiries and corrections as required;
- Present a Financial Report to Board, upon request;
- Present Financial Statements to the Annual General Meeting;
- Compile a yearly budget and obtain Board approval of the budget;
- Coordinate all work with the bookkeeper, as may be required;
- Submit annual income tax and other statutory filings on behalf of the Club;
- Reconcile bank accounts throughout the year;
- Serve as principal liaison with the bank, as required;
- Make recommendations to changes to procedures to institute or improve financial controls or efficiencies, as appropriate.

PROGRAM COORDINATORS

The U18, U16, U14, U12, U10 and Nancy Greene Coordinators are each Program Coordinators. Each Program Coordinator shall:

- Regularly attend meetings of the Vorlage Racing Club Board of Directors as well as annual and special general meetings of the Members;
- Make responsible decisions on the ongoing affairs of the Club;
- Be an advocate, supporter and spokesperson for the Club;
- Be responsible for the operations and related activities for the Program for which they are serving as Coordinator;
- Be responsible for ongoing liaison between the coaches and parents of the Program for which they are responsible and the Board;
- Oversee the general operation of the Program for which they are serving as Coordinator;
- Coordinate and facilitate communication between their Program coaching staff and parents.

TRIP COORDINATOR

The Trip Coordinator shall:

- Regularly attend meetings of the Vorlage Racing Club Board of Directors as well as annual and special general meetings of the Members;

- Make responsible decisions on the ongoing affairs of the Club;
- Be an advocate, supporter and spokesperson for the Club;
- Be responsible to work with the relevant Program Coordinator and coordinate and facilitate the pre-season training Camps for the various Programs on behalf of the Club.

VOLUNTEER COORDINATOR

The Volunteer Coordinator shall:

- Regularly attend meetings of the Vorlage Racing Club Board of Directors as well as annual and special general meetings of the Members;
- Make responsible decisions on the ongoing affairs of the Club;
- Be an advocate, supporter and spokesperson for the Club;
- Be responsible for coordinating volunteer requirements for various Program activities on behalf of the Club including volunteers for race days hosted at Vorlage or for which Vorlage is otherwise responsible.

FUNDRAISING COORDINATOR

The Fundraising Coordinator shall:

- Regularly attend meetings of the Vorlage Racing Club Board of Directors as well as annual and special general meetings of the Members;
- Make responsible decisions on the ongoing affairs of the Club;
- Be an advocate, supporter and spokesperson for the Club;
- Be responsible for coordinating fundraising activities on behalf of the Club, as may be approved by the Board of Directors.

