

**Saskatchewan Blind Sports Association  
BOARD OF DIRECTORS POLICIES**

**Type:** Governance

**Policy Number:** ED 1

**Name:** Code of Conduct --  
Executive Director

**Date Approved:**

**Authority:** Board of Directors

**Date Revised:**

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**Reference:** SBSA Bylaws Art ?, Sect. ?;

The Executive Director of Saskatchewan Blind Sports Association shall:

1. Act with honesty and integrity, avoiding actual or apparent conflicts between his or her personal interests and the interests of SSI, including receiving improper personal benefits or advantage as a result of his or her position.
2. Ensure that all reports filed with the Board of Directors contain information which is accurate, complete, fair and understandable, and that all reports are timely.
3. Comply with laws of federal, provincial, and local governments applicable to SBSA. and the rules and regulations of private and public regulatory agencies having jurisdiction over SBSA.
4. Act in good faith, responsibly, with due care and diligence, without misrepresenting or omitting material facts or allowing independent judgment to be compromised.
5. Respect the confidentiality of information acquired in the course of the performance of his or her responsibilities except when authorized or otherwise legally obligated to disclose. Refrain from using confidential information acquired in the course of the performance of his or her responsibilities for personal advantage.
6. Proactively promote ethical behavior among subordinates and volunteers.
7. Use corporate assets and resources employed or entrusted in a responsible manner, for the benefit of the SBSA and never for personal gain.
8. Keep the Board of SBSA fully informed in a timely manner of all matters affecting SBSA.

**Saskatchewan Blind Sports Association  
BOARD OF DIRECTORS POLICIES**

**Type:** Governance

**Policy Number:** ED 2

**Name:** Job Description --  
Executive Director

**Date Approved:**

**Authority:** Board of Directors

**Date Revised:**

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The Board has the sole authority to hire, fix the term and conditions of employment, set the remuneration and other benefits, and terminate the contract of the Executive Director. The Chair of SBSA will conduct an annual appraisal of the work of the Executive Director, and will provide a written summary of his/her appraisal to the Board for approval. Such summary will include areas for future accountability of the Executive Director, as well as commendations earned.

In general, the Executive Director will have the authority to manage the day to day operations of SBSA, within the constraints of the annual Budget and subject to the Policies of SBSA. Management includes:

1. Fiscal Management:

- Together with the Chair, Finance Committee, the ED will prepare the annual Budget of SBSA for approval by the Board of Directors.
- The ED will prepare and maintain the books of SBSA, and will prepare financial statements, including variances from budget, for regular review by Chair, Finance Committee, and for review by the Board on at least a quarterly basis.
- The ED will provide a copy of the audited financial statements of SBSA for review by the general membership at the Annual General Meeting.
- The ED will apply to external agencies for fiscal support of the operations or programs of SBSA, and will prepare and submit any reports required in support of the disbursement of any monies received.
- In particular, the ED shall file all reports required SaskSport to ensure that SBSA remains a member in good standing of SaskSport.
- The ED will ensure that its members and sport groups submit appropriate applications in support of MAP grants, and that they comply with the requirements to submit documentation to SBSA accounting for the disbursement of those grants.
- The ED will do any other thing that is necessary for the orderly financial management of SBSA.
- The ED will support the Chair of the Finance Committee in recommending an auditor to be appointed by the membership at the Annual General Meeting.

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2. Personnel and Office Management:

- The ED will ensure that the office of SBSA maintains regular hours of operation so that the office and its services and support are accessible.
- The ED is responsible, within budgetary allocations, for all contracts, leases and other arrangements for the provision of adequate office space, and for the provision and maintenance of all ordinary office supplies and equipment.
- The ED, with the approval of the Board, has the authority to hire, define the job description(s) and hours of duty, fix the term of employment, set the remuneration and other benefits, evaluate, and terminate the contract of any staff necessary for the operations of the office and for the services of SBSA to its members.
- The ED will maintain an operation's manual to ensure a successor has all of the information necessary to continue operation of the office.
- The ED will manage the correspondence of SBSA, including electronic communications. The ED has authority to respond to correspondence in a manner consistent with SBSA policies. The ED will refer any other matters to the Chair or the Chair of the appropriate Committee for direction or handling.

3. Record Management:

- The ED will provide administrative support to the Board, its Committees, and to any meetings of the general membership of SBSA.
- The ED will ensure that copies of all Minutes are kept in the offices of SBSA, and that the review, amendment, and approval of previous Minutes is duly noted at any meeting of the Board, its Committees, or the general membership.
- The ED will ensure that the incorporation of SBSA is maintained in good standing, and shall file all documents with the Corporations Branch that are required to maintain the corporation in good standing.
- The ED shall:
  - update the Bylaws, Policies and Procedures, and any other governance documents of SBSA, as required
  - ensure that a current copy of all such documents are kept in the office of SBSA,
  - be familiar with the policies
  - provide copies of relevant governance documents to the Board or its committees as and when required
  - ensure that the Board or its Committees review Policies as stipulated in the policies.
- Minutes, Bylaws, Policies, correspondence, membership records and other documents relating to the governance and administration of SBSA will be maintained in electronic format. The ED will ensure that one or more copies of all records is maintained in a secure place off-site.
- The ED will ensure that there is a disaster recovery plan for the continuation of SBSA operations in the event of disaster.

Policy G-9.2 continued....

- The ED shall maintain and update membership records for all members, ensure that appropriate registration fees are collected, and that fees to national bodies, if any, are submitted in a timely fashion on behalf of the members.

4. Policy Management:

- The ED will assist the Chair of SBSA, or any Director or other person acting as Chair of a Committee, to prepare the agenda for any meeting of the Board, the membership, or a committee.
- The ED will receive any complaint of dispute or misconduct involving any member. Upon receipt of a complaint, the ED informs the Chair and together will conduct initial review of complaint to determine validity and next steps.
- If a complaint is determined valid, the ED will then contact Sask Sport Dispute Officer to request the appointment of a Case Manager, and prepare all necessary documents for the Case Manager.

5. Relationship Management -- other Sport Governing Bodies:

- The ED will be the official representative of SBSA to Sask Sport and in any discussions or deliberations involving any of the sport governing bodies of amateur sport in Saskatchewan.
- The ED will represent SBSA on any council of provincial ED's at Canadian Blind Sports (CBS). The ED may serve on committees of CBS, with the prior approval of the Board of Directors.
- The Chair, on behalf of the Board, may delegate the ED to carry a vote and/or a proxy in voting on behalf of SBSA at the AGM of Sask Sport or the AGM of CBS.
- The ED will represent SBSA on the interprovincial and national committees for the development and promotion of interprovincial competition.

6. Relationship Management -- Members of SBSA:

- The ED will facilitate the exchange of information between the Board, committees and members of SBSA.
- The ED will not be responsible to mediate or resolve disputes between members, or to resolve breaches of the Policies of the Board or of its committees. The ED will inform the President or the chair of the appropriate committee of alleged breaches by members of SBSA policies.
- The ED will provide any member, on request, with a copy of a policy or policies of the Board or its committees, to assist the member to comply with policy. The ED will refer any interpretation of policy to the Chair or to the Director or chair of the relevant committee.
- The ED will ensure regular communication with the members of SBSA, maintenance of the Swim Sask website, and appropriate use of social media on behalf of SBSA.

Policy G-9.2 continued...

7. Media and Image Management:

- The ED will be the public face of swimming to the media and the public on any matter other than policy or discipline.
- The ED will prepare and disseminate news bulletins regarding significant achievements by members or teams, or any other newsworthy item that will enhance the image and raise the profile of blind sports.
- The ED will support fundraising activities of SBSA.
- The ED will liaise with CBS to engage in promotional activities, or to obtain access to fiscal support for competitions or programs.
- The ED will bring to the attention of the Board any fundraising opportunities or any opportunities to enhance the visibility of blind sports.