

Agility Association of Canada

Regional Director

Section: Executive

Revised: 20 January, 2013

This Policy and Procedures document outlines the duties and responsibilities of the Regional Directors of the Agility Association of Canada.

There are nine (9) AAC Regional Directors. Each Regional Director is elected every two (2) years by the Regular members of the Region they represent. Regional Directors may also be appointed by the Board of Directors.

The AAC Regions, each represented by a single Director, are:

- British Columbia Mainland/Yukon
- Vancouver Island
- Alberta/NWT
- Saskatchewan/Manitoba/Nunavut
- Ontario East
- Ontario West
- Quebec
- New Brunswick/PEI
- Nova Scotia/Newfoundland/Labrador.

To be considered for the position of Regional Director, the candidate must:

- be an AAC member in good standing,
- Be a resident of the Region they represent.
- demonstrate an in-depth knowledge of the sport of agility
- demonstrate a commitment to the sport of agility and to promoting the AAC in the Region that they represent
- have a computer capable of performing the duties required
- be able and willing to travel through the Region that they represent

The duties and responsibilities of each Regional Director are to represent the membership of their Region and to participate on the Board of Directors as follows:

- adhere to the Code of Conduct for Board Members (see below);
- actively promote and serve the interests of the AAC in their Region;
- actively assist all members and clubs within the Region, as per current rules and regulations;
- be informed of, respect, and enforce, all policies, procedures and rules of the AAC;
- take any concerns, issues, etc. from the membership to the Board of Directors for discussion and resolution, and follow up promptly;
- ensure that clubs hosting trials are informed of, and adhere to, the policies, procedures and rules of AAC;
- assist and promote the formation of new clubs within the Region;
- inspect (or appoint a suitable designate to perform this duty) the equipment of new clubs to ensure it conforms to AAC specifications, and complete and submit the Equipment Inspection Checklist;

- inspect (or appoint a suitable designate to perform this duty) the venue(s) chosen by new clubs to ensure the grounds, facilities, etc. are acceptable, and complete and submit the Trial Site Checklist;
- maintain a current list of Equipment and Trial Site approval status for clubs in their Region;
- re-inspect (or appoint a suitable designate to perform this duty) the equipment and venue of existing clubs as required;
- receive completed Trial and Incident Report Forms and follow up with the clubs as needed to ensure that the issues have been resolved.
- assist, as is reasonable, the first trial by a club in the Region;
- actively participate on the Board of Directors by attending at least 80% of the scheduled meetings and teleconferences, and coming to all such meetings adequately prepared;
- actively participate in, and/or chair committees;
- provide the On Course Editor with a minimum of two (2) Regional reports per year for publication;
- promote judging clinics within the Region;
- assist provisional judges as required;
- provide prompt feedback on decision making matters as required by Board discussions;
- actively promote and encourage annual AAC Regional Championships and act as liaison between the Regional organizers and the AAC Board or its designates;
- create and maintain a Regional members'-only e-mail discussion list. The list should include announcements of AAC Board decisions, Regional and National news, disciplinary decisions affecting the Region, etc.

Terms of Service:

A Regional Director's term of office will commence at the close of the Annual General Meeting following the referendum by which the Director was elected, OR the date at which the Director was appointed, and will last for two years. As per the current AAC By-laws, a Regional Director may serve no more than three consecutive two-year terms, or a maximum of six consecutive years. This may be extended at the discretion of the Board if no successor is elected or appointed.

Failure to perform as required:

If the AAC Board of Directors as a whole determines that any Board Member is not adequately fulfilling his or her responsibilities, the Board may, after attempting remedial action, remove that Board Member from service, as per the current bylaws.

CODE OF CONDUCT FOR BOARD MEMBERS

"To have integrity is of the utmost importance, but the appearance of integrity is equally important."
Author Unknown

- Directors shall comply with the Canada Not-for-profit Corporations Act (NPCA) and the regulations, the articles, the by-laws, and policies & procedures as established by the Agility Association of Canada, Inc. (Section 148 (2))
- Directors shall verify the lawfulness of the articles and the purpose of the Agility Association of Canada Inc. (Section 148 (3))
- Directors are ambassadors of the Agility Association of Canada, Inc. As such, their comportment should reflect their position and their actions should be beyond reproach.

- Directors shall treat all Agility Association of Canada, Inc. members with courtesy, respect, dignity, and impartiality.
- Directors shall maintain a level of mutual respect in all communication or interaction with the general public.
- Directors have a responsibility to be fully aware of all the facts prior to making any decision on any matter before them.
- Directors shall act honestly and in good faith with a view to the best interests of the Agility Association of Canada Inc. (*Section 148 (1)*)
- Directors shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances when exercising their powers and discharging their duties (*Section 148 (1)*)
- Directors shall respect, accept and support any majority decision made by the Board of Directors as a whole.