LPSS BOARD OF GOVERNORS POSITION DESCRIPTION

The Lindsay Park Sports Society ("**LPSS**") is looking for qualified individuals who are interested in the long-term development and vision of MNP Community & Sport Centre. The LPSS Board of Governors (the "**Board**") is responsible for setting general policy for the MNP Community & Sport Centre and for oversight of the organization, its subcommittees, operations and financial health.

ORGANIZATIONAL CONTEXT

The Lindsay Park Sports Society was formed in 1983 to manage and operate the facility, then called Lindsay Park Sports Centre, which was built to accommodate athletes participating in the Western Canada Summer Games and to provide a sports centre legacy for Calgarians into the future. The MNP Community & Sport Centre, as it is now known, and surrounding land are owned by the City of Calgary and managed by the LPSS on behalf of Calgarians pursuant to a Lease and Operating Agreement between the City and the LPSS.

The LPSS is a not-for-profit society incorporated under the laws of the Province of Alberta and operates independently from the City of Calgary.

MANDATE

- To provide training and competition facilities and services for the development of Calgary's high performance athletes in their respective dryland and aquatic sports.
- To provide facilities, programs and services for the wellness and recreational sporting needs of the citizens of Calgary.

LPSS BOARD RESPONSIBILITIES

The Board is ultimately responsible for all matters relating to MNP Community & Sport Centre. However, the Board has an oversight role in governing the LPSS and, by extension, MNP Community & Sport Centre, and does not actively manage the day-to-day operations of MNP Community & Sport Centre. It is the duty of MNP Community & Sport Centre senior management and staff to manage MNP Community & Sport Centre in accordance with the direction set by the Board.

In general, the Board is responsible for, and has the authority to determine, all matters relating to the policies, practices, management and operations of MNP Community & Sport Centre. The principal responsibilities of the Board include:

- Provide the overall strategic direction of MNP Community & Sport Centre.
- Meet the objects of the LPSS as set forth in the Mandate and discharge those duties described in the LPSS's By-laws.
- To oversee the successful financial management of the LPSS and be responsible for the operations of MNP Community & Sport Centre.

BOARD COMPOSITION

The Board will consist of a minimum of nine (9) and a maximum of thirteen (13) Governors, as determined annually by the Board by way of Ordinary Resolution and communicated to the Nominations and Governance Committee.

POSITION TITLE/CHARACTERISTICS/SKILLS/COMPETENCIES

Title: Governor, Lindsay Park Sports Society

The LPSS is interested in attracting qualified individuals for its Board of Governors who exhibit one or more of the following characteristics, competencies and skills:

Characteristics:

(a) commitment and capacity (time, energy, expertise) to fulfill the commitment as a Governor;

(b) knowledge of the roles and responsibilities of a Governor and the Board;

(c) experience in formulating policy;

(d) experience in thinking strategically;

(e) ability to identify principal business risks and ensure implementation of appropriate systems to manage those risks;

(f) knowledge of organizational performance mechanisms and ability to monitor, evaluate and report;

(g) strategic connectivity to key clients;

(h) ethical and values-based behavior;

(i) representative of client population;

(j) belonging to a protected class; or

(k) other attributes valued by the Board.

Competencies

(a) Event management;

(b) Sport management and training, including the areas of aquatic and dry land sport; or

(c) Community fitness and wellness experience.

Skills

(a) Accounting or Finance designation (CPA);

(b) Legal designation;

(c) Facility management;

(d) Information Technology/Cyber Security;

(e) Government Relations and Fundraising;

(f) Construction/Project Management

(g) High Performance Athlete or Sport Leader

Other Professional Qualifications

(a) Personnel management;

(b) Media/Marketing/Public relations contacts/experience;

(c) Fundraising and funding source contacts;

(d) Administration/Management experience;

(e) Government relations/contacts;

(f) Organizational development/Strategic planning experience; or

(g) other skills valued by the Board.

INDIVIDUAL GOVERNOR RESPONSIBILITIES

- Familiarize oneself with the workings of LPSS and MNP Community & Sport Centre through its Mandate, structure, by-laws and policies.
- To actively participate in all LPSS Board meetings, ask questions, request information, raise issues, fully consider issues raised and vote as required on tabled motions.
- To actively participate in at least one of the committees of the LPSS Board (currently three standing committees: Audit & Finance, Grants & Bursary, Nominations & Governance and two ad hoc committees: Legacy and Fundraising).
- Participate in and/or attend special event functions as reasonably requested by LPSS or attend other functions in your role as a Governor of LPSS.
- To work with MNP Community & Sport Centre management and staff in furtherance of the Mandate and towards mutually acceptable goals.
- Volunteer for and willingly accept assignments, completing them thoroughly and on time.
- Fill the skills/competency/characteristics complement on the LPSS Board.
- Follow LPSS conflict of interest and confidentiality policies.
- Support the decisions of the LPSS Board and speak with one voice outside of meetings in discussions with stakeholders, staff and other persons.
- Suggest possible nominees to the LPSS Board who can make significant contributions to the work of the LPSS Board and the MNP Community & Sport Centre, as per the Nomination process.
- Get to know other governors and build a collegial working relationship that contributes to consensus and effective functioning of the LPSS Board.

INELIGIBILITY

Any individual who meets one or more of the following criteria is ineligible for nomination for election as a Governor:

- Anyone who is less than 18 years of age;
- Anyone who has the status of a bankrupt;
- Anyone who has been found to be a person of unsound mind by a court elsewhere than in Alberta.

TIME COMMITTMENT

This position is for a two-year term beginning in April at the Annual General Meeting or at other times during the year when a vacancy exists. The maximum tenure of a LPSS Governor is six years. Meetings are held both virtually and at the MNP Community & Sport Centre. No remuneration is paid to Governors in their capacities as such. The failure to attend three consecutive Board Meetings results in the removal of a LPSS Governor from the LPSS Board.

• Six (6) to nine (9) Board Meetings held on the 4th Thursday of the month. (includes pre-meeting preparation and prior review of Board materials)	30 hrs
• Annual General Meeting	2 hrs
• Special Events	10 hrs
• Involvement on a Board Committee – potential to have monthly meetings during the year (includes pre-meeting preparation and prior review of Committee materials)	20 hrs
• Stay informed. Governors should expect that additional work is required between meetings as the purpose of Board and Committee meetings is to report on work done between such meetings.	Ongoing