

# YUKON ABORIGINAL SPORTS CIRCLE

## Board Portfolio Governance Directive

(PROPOSED)

### 1. INTRODUCTION

- 1.1** The Yukon Aboriginal Sports Circle (YASC) is a multi-sport governing body, and is governed by a nine-person Board of Directors.
- 1.2** In the context of this directive, a portfolio is a strategic planning priority assigned to:
- a. a YASC Director;
  - b. a representative from a sport group relevant to the portfolio (for example, a Carcross Archery Club member or competitive team member brought in to assist with the Archery Portfolio); and
  - c. a YASC staff member who has been assigned responsibility by the Executive Director for implementing a strategy identified in the YASC's three-year strategic plan.
- 1.3** Four portfolios are proposed:
- Portfolio A: Archery**
  - Portfolio B: Dene Games**
  - Portfolio C: Arctic Sports**
  - Portfolio D: Promoting Indigenous Participation in Sport and Recreation**

### 2. PURPOSE OF THIS DIRECTIVE

- 2.1** This directive sets out:
- a. the roles and responsibilities of Portfolio Holders;
  - b. how they are nominated;
  - c. articulates needed Director competencies to ensure effective governance.

### **3. PURPOSES OF PORTFOLIO GOVERNANCE**

**3.1** The purposes of a portfolio approach to governance include:

- a.** to better support the effective implementation of strategies contained in the YASC's three-year strategic plan;
- b.** to ensure Administration has the strategic support and direction it needs to facilitate operational decision-making;
- c.** to ensure that implementation of the YASC's four strategic themes is supported by a member (coach, board member, former athlete, etc.) of a related sports organization; and
- d.** to ensure that the YASC is effectively represented at local, regional and national sports bodies, conferences, competitions and events.

### **4. ACCOUNTABILITY AND DECISION-MAKING**

- 4.1** The portfolio approach is not intended to replace the normal, collective functions of the Board of Directors and Executive. Further, no portfolio has decision-making authority that would supersede in any way the decision-making authority of the Board of Directors.
- 4.2** For greater clarity, Portfolio holders may only make decisions that are operational in nature or have limited budget impact. All other decisions must be brought to and made by the Board of Directors or the Executive Director, in accordance with normal decision-making rules and procedures. This ensures that the Board considers the broader ramifications of proposed recommendations.
- 4.3** The roles, responsibilities and accountabilities of the Executive Director are not affected in any way under the portfolio approach.

### **5. ROLES & RESPONSIBILITIES OF PORTFOLIO HOLDERS**

**5.1** Specific responsibilities of Portfolio holders include, but are not limited to:

- a.** providing ongoing and as-needed advice, direction and support to staff in implementing YASC's three-year strategic plan;
- b.** representing the interests of the YASC at local, regional and national sports bodies, conferences, competitions and events;
- c.** recommending to the Board needed policies and other supports to ensure effective implementation of strategic initiatives;
- d.** identifying, addressing or bringing forward to the Board potential risks to YASC's ability to implement strategic initiatives;

- e. understanding and bringing forward the interests and perspectives of the community, including government, other sports organizations, and athletes and their families;
- f. representing and advancing the values, reputation and interests of the YASC;
- g. communicating and promoting the YASC's mission and programs to the broader community;
- h. conducting themselves in a manner consistent with YASC's conflict of interest and code of conduct directives (to be drafted at a later date); and
- i. bringing forward new ideas, perspectives and opportunities – typically in the form of recommendations – for the Board's consideration.

## **6. PORTFOLIO COMPOSITION**

### **6.1** Each portfolio comprises:

- a. a YASC Board member;
- b. a representative from a sport group relevant to the portfolio (for example, a Carcross Archery Club member or competitive team member brought in to assist with the Archery Portfolio); and
- c. a YASC staff member(s) who has been assigned responsibility by the Executive Director for implementing a strategy identified in the YASC's three-year strategic plan.

### **6.2** The President and Executive Director may attend any meeting of a portfolio.

## **7. PORTFOLIO APPOINTMENTS AND HONORARIA**

### **7.1** Portfolio holders are appointed by the Board of Directors.

### **7.2** The Portfolio holder who is representing a sport organization will be appointed based on the recommendation of the Board of that organization.

### **7.3** Portfolio holders may be provided remuneration in the form of honoraria for attending portfolio meetings, in accordance with Board policy.

## **8. LENGTH OF PORTFOLIO TERM**

### **8.1** Portfolio holders are appointed to two-year terms. These terms may be extended at the discretion of the Board of Directors.

## **9. FREQUENCY OF MEETINGS**

- 9.1** Portfolio holders must meet (in person or otherwise) a minimum of once per month to discuss strategic matters relating to their portfolio.

## **10. EVALUATION**

- 10.1** The Board shall endeavour to conduct an annual evaluation or self-assessment of the portfolio approach to strategic plan implementation. The evaluation is an opportunity to identify needed training opportunities and other supports, and to identify needed changes to how the Board conducts its work in order to ensure efficiency and effectiveness with respect to its governance.

## **11. RECORD KEEPING**

- 11.1** Staff assigned to support a portfolio must ensure that appropriate records of all Portfolio holder meetings are maintained. These records typically include a brief summary of the discussion, and list any recommendations or matters for consideration by the Board of Directors at a scheduled Board meeting.