



# Canada DanceSport

## *DanseSport Canada*

### Canada DanceSport (CDS) Board Member Orientation Briefing Document

#### Welcome to the Canada DanceSport Board

Congratulations on your appointment to the Board of Directors of Canada DanceSport (CDS). Your role is pivotal in advancing DanceSport in Canada. This briefing document outlines essential information to facilitate your transition and ensure effective governance.

#### Board Governance and Responsibilities

As a Board member, your responsibilities include:

- Strategic Leadership: Guiding CDS's direction.
- Financial Oversight: Ensuring accountability and transparency.
- Policy Adherence: Upholding CDS's by-laws, policies, and procedures.
- Advocacy: Promoting equity, diversity, and inclusion (EDI) in DanceSport.
- Stakeholder Engagement: Collaborating with athletes, coaches, and community partners.

#### Fiduciary Duties

Board members are legally obligated to act in the best interest of CDS, encompassing:

- Duty of Care: Making informed decisions with diligence.
- Duty of Loyalty: Prioritizing CDS's interests without conflicts.
- Duty of Obedience: Ensuring compliance with laws, policies, and the CDS mission.

#### Governance and Financial Policies

Familiarize yourself with the following:

- **CDS By-laws and Governance Policies:** These outline the organizational structure, roles, and responsibilities.
- **Code of Conduct and Conflict of Interest Policy:** Guidelines for ethical behavior and managing conflicts.
- **Strategic Plan and Annual Operating Plan:** Documents detailing CDS's goals and operational strategies.
- **Recent Board Meeting Minutes and Financial Reports:** Records of past discussions and financial standings.
- **Risk Management Framework:** Strategies for identifying and mitigating risks.

#### Financial Oversight

Your role includes:

- Reviewing and approving budgets.
- Overseeing financial risk and compliance.
- Assessing audit findings and implementing corrective actions.

#### Mandatory Training and Orientation Requirements

Within 30 Days of Appointment:

- Attend a session led by the President or Executive Director covering CDS's mission, governance structure, and strategic priorities.
- **CCES Safe Sport & CSSP online education course:** Familiarize yourself with the CDS Safe Sport Policies and complete the CSSP online Education course
- Document Review: Examine governance documents and complete a self-assessment on Board roles.

Ongoing:

- Mentorship: Engage with an Executive Board member for six months.
- Participation: Attend Board and committee meetings.

- Engagement: Participate in CDS events and stakeholder interactions.

### **Meetings and Key Expectations**

Board members are expected to:

- Contribute to decision-making and strategic discussions.
- Support CDS's initiatives and fundraising efforts.

### **Conflict of Interest and Ethical Conduct**

Board members must:

- Disclose any potential conflicts of interest.
- Abstain from decision-making where conflicts arise.
- Uphold CDS's integrity, professionalism, and commitment to transparency.

### **Additional Resources and Support**

For further support, access:

- CDS's Online Board Resource Hub: Repository of governance materials.
- Board Liaison: Designated contact for questions and guidance.
- Training Sessions: Opportunities for governance development.

### **Acknowledgment**

By signing below, I confirm that I have received, reviewed, and understand the CDS Board Member Orientation Briefing Document. I commit to fulfilling my responsibilities in alignment with CDS's mission and governance principles.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_