



## **Pro Sports Assembly Governing Board Director Guidelines**

Background: Governing Board Members have fiduciary responsibility for the organization. They should be a current employee of a professional sports league, union, team or venue at the Director level or above. Member should have a pulse on the current trends and leadership challenges and climate in their respective sports league. Member should have a strong passion for inclusive leadership in professional sports.

### **Responsibilities:**

- Dedicate at least 2 hours a month for strategy and to execute PRO initiatives
- Lead or co-lead a Committee
- Help plan and attend PRO events
- Be a public advocate and ambassador for PRO and its initiatives
- Create and develop innovative ways to engage PRO members and the professional sports industry inclusively
- Plan and participate in monthly governing board calls
- Plan and participate in quarterly advisory board calls
- Be reasonably available to other governing board members upon request
- Assist in fundraising for Pro Sports Assembly – Individual Goal is \$20,000

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

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

Term: \_\_\_\_\_

## **Governing Board Position Description**

### **Function:**

Provide governance to the Organization, represent it to the industry, and have final authority over its activities.

### **Responsibilities:**

- Planning
  - Approve major policies.
  - Annually review and approve the budget, fundraising plans and strategy.
  - Annually assess the industry environment and approve the Organization's missional work in relation to it.
- Organization
  - Propose a slate of directors to members and fill vacancies as needed.
  - Determine eligibility for and appoint Board Committees in response to recommendations of the executive leadership or staff.
  - Annually review the performance of the Board and take steps to improve its performance.
  - Elect, monitor, appraise, advise, support, reward, and, when necessary, recommend changes regarding Management.
  - Be assured that Management succession is being properly provided.
- Operations
  - Approve major actions of the organization, such as use of reserve funds, major program and service changes, and bylaw amendments.
  - Provide candid and constructive criticism, advice, and comments.
  - Be certain that the financial structure of the organization is adequate for its current needs and its long-range strategy.
  - Review the results achieved by Management as compared with the Organization's mission, annual and long-range goals, and the performance of similar organizations.
- Audit
  - Be assured that the Board and its committees are adequately and currently informed – through reports and other methods – of the condition of the Organization and its operations.
  - Be assured that published reports properly reflect the operating results and financial condition of the Organization.
  - Ascertain that Management has established appropriate policies to define and identify conflicts of interest throughout the Organization, and is diligently administering and enforcing those policies.
  - Appoint independent auditors subject to approval by members.
  - Review compliance with relevant material laws affecting the Organization.