

PRO SPORTS ASSEMBLY GOVERNING BOARD GUIDELINES

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

Purpose: To govern, create and oversee policy and strategic plan in support of Pro Sports Assembly's mission, vision and values.

Major responsibilities:

- Provide the Management Team with organizational leadership and guidance
- Promote the organization
- Formulate and provide oversight of policies and procedures
- Steward financial health of PRO, including adoption and oversight of the annual budget, member stewardship and growth, and outreach, including personal/organizational contributions
- Planning and evaluation of member benefits and responsibilities
- Drive value for members, partners and the industry

Length of term: One term is three-years; with a two term limit

Meetings and time commitment: (Approximately 4-8 hours a month)

- Monthly (60 minute) Governing Board Meetings
- Board of Directors Retreat
- The Assembly: Leadership Retreat and Workshop
- Board Committee Leadership - lead monthly meetings

Additional responsibilities:

- Host a CEO/Owner Interview
- Host or participate in two (2) Organizational Onboardings
- Bi-Monthly Advisory Board Meetings
- Participate in at least one PRO L&LD program (i.e., Inclusive Leadership, C-Suite Circle, etc.)

Expectations of Board

- Introduce concerns, solutions, partners and other opportunities that align with the PRO mission, objectives and programs.

- Help communicate and promote the PRO mission, events, fundraising and programs to the industry at large and to one's circle in particular.
- Become familiar with PRO finances, budget, and financial/resource needs, especially related to sustainability.
- Understand and support the policies and procedures of PRO.
- Recruit new members and submit nominations for leadership positions (committees, board, etc.)

Responsibilities:

- COI - Dues - 75% meeting attendance - Board Retreat - The Assembly
- Complete Inclusive Leadership Program
- Dedicate at least 2 hours a month for planning and execution of PRO initiatives
- Lead or co-lead a Committee
- 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 60-minute Governing Board calls
- Participate in bi-monthly Advisory Board calls
- Be reasonably available to other Governing Board members upon request
- Assist driving revenue to meet budget – Individual Goal is \$50,000 annually

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.