

## **Facilities Director's Roles and Responsibilities (Director Position)**

### **GENERAL**

Each Director is responsible for exercising their power with competence and diligence in what they reasonably believe to be in the best interest of the Club with loyalty, honesty and good faith (fiduciary duty). Directors ensure that all duties of their position are performed to the satisfaction of the Club as a whole, either alone, through delegation, or in collaboration with other Directors and their assistants.

Directors are required to attend all meetings of the Board of Directors and become as fully informed as possible regarding all aspects of the Club, including any issues that affect the Club. Directors must refrain from placing themselves in a situation where their duty as a director conflicts with their personal interest or with their duty to others and must abide by the terms of the Club Letters Patent, By-Law, and Code of Conduct.

### **FACILITIES DIRECTOR**

The main roles and responsibilities of a Facilities Director are to ensure that the grounds and equipment are maintained and available for members to use for the purpose of personal training, classes, trials and other agility events for the outdoor season, usually from May to October.

### **FACILITIES**

- maintains the quality of the grounds, rings, and parking areas through directing volunteers responsible for whipper snipping, fertilizing, aerating, lawn-mowing, fencing, and gravel
- prepares a Site Preparation Checklist for trials and events
- ensures the special facilities required for trials such as field and field entry delineation, shade tents, scoring tent, and volunteers tent, parking lot delineation, dry marker stands, course and results poster boards, tables, chairs, dog pool, water buckets for field clean-up are available to the Trials Director when needed
- arranges for garbage pick-up and removal
- arranges for portable toilets to be onsite during the outdoor season
- arranges for suitable storage onsite for special facilities and equipment required for trials and events
- arranges for winter storage of all equipment

## **EQUIPMENT**

- buys, makes, and repairs equipment for training and trial purposes
- organizes removal of equipment from storage at the beginning of the outdoor season
- directs a painting committee responsible for the annual painting of equipment, make arrangements for the supply of all painting material, ensures appropriate clean-up and disposal of extraneous materials afterward, and ensures retained materials are properly stored
- organizes setting up equipment in the rings after painting
- prepares an Equipment Set-up Checklist for trials and events
- safe-guards and provides as needed special equipment required for trials, etc such as e-timers, measuring wheels, stop-watches, calculators, dinner bells, clips, paper towels, extra toilet paper, wet wipes, clipboards, weather proofing, dog height measuring tools, etc
- approves removal of any equipment from the site and checks for damage on return
- organizes removal of equipment to storage at the end of the outdoor season-
- maintains an up-to-date inventory of equipment and all club equipment and other assets

## **OTHER**

- prepares and presents a proposed yearly budget to the Board of Directors for expenses related to facilities and equipment
- reports to the Board of Directors on all aspects related to facilities and equipment, with recommendations on changes for improvement
- prepares and presents an annual report to the members at the Annual General Meeting