

## **Training 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.

The main roles and responsibilities of a **Training Director** are to provide classes at the Foundation 1 and 2 (beginner), Intermediate, Starters, Advanced and Masters level using Agility Association of Canada (AAC) approved equipment, and in accordance with generally practiced standards for the safety and well-being of both the handlers and the dogs.

### **TRAINING DIRECTOR**

- selects and directs Instructors for the various classes and levels of training, and provides the appropriate training material
- Chairs meetings of Instructors to arrange various class schedules for outdoor and indoor classes
- arranges for indoor winter training facilities
- liaises and consults with the Training Coordinator to ensure that:
  - responses to queries about agility training, with introductory information concerning the club, classes available, and fees are sent in a timely manner
  - waiting lists for classes are maintained
  - class schedules are prepared and distributed
  - students are assigned to classes
  - student information is provided to Instructors
  - training fees are collected, properly recorded, and forwarded to the Treasurer
- monitors classes
- organizes on-site seminars for members to enhance their agility skills

- presents an annual “honorarium” of \$250 to each Instructor to be used for attending off-site courses or seminars if and when suitable, or may otherwise be expended at the discretion of the Instructor
- prepares and presents a proposed yearly budget to the Board of Directors for Instructor training and seminars for members
- reports to the Board of Directors on class schedules, training facilities, and Instructors, with recommendations on changes for improvement
- provides an annual report to the members at the Annual General Meeting summarizing all training and classes provided during the year