

Training Director Roles and Responsibilities (Director Position)

Directors are bound by their fiduciary duty to perform their role with competence and diligence in what they reasonably believe to be in the best interest of the Paws4Fun Agility Corporation and Members with loyalty, honesty and good faith.

Directors must ensure that all responsibilities of their position are carried out, by action or by delegation, to the satisfaction of the Paws4Fun Agility Membership.

Directors are required to attend all meetings of the Board of Directors and become as fully informed as possible regarding all aspects of Paws4Fun. 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. Directors and Officers are legally bound to abide by the terms of The Canada Not-For-Profit Act and the Paws4Fun By-Laws, and must also abide by the Paws4Fun Directors Terms of Reference (ToR), plus all other Paws4Fun Rules and Policies.

Directors and Officers assume legal liability for the actions taken by the Board of Directors, and for performance of the Corporation as a whole, and are covered by liability insurance provided by the Paws4Fun Agility Corporation.

All Directors are responsible for:

- providing an annual report to the Membership at the Annual General Meeting (AGM)
- preparing an annual budget of planned expenses and income when requested to do so by the Board
- keeping the Board updated on the status, suggested improvements or changes, and issues in respect to their area of responsibility and any committees which they chair
- keeping the Roles and Responsibilities document for their Director's position up to date

Training Director

- is responsible for the safety of handlers, dogs, and Instructors
- 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
- books the fields at the outdoor and indoor training facilities for classes, workshops and seminars
- 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
- liaises with the Instructors to move or reassign students to the appropriate level of training
- organizes on-site seminars/workshops for members to enhance their skills
- organizes Instructor training
- prepares and presents a proposed yearly budget to the Board of Directors for Instructor training and seminars for members
- works with the Training Coordinator on the division of tasks to be performed