

Lethbridge 2020 Alberta Summer Games Society Chair

Ideal Board Chair:

- Believes in the benefits and development of community sport;
- Respected and recognizable leader within the community;
- Experienced in community leadership roles;
- Able to commit a full two years to the task;
- Flexible within their job to allow time to carry out the commitment;
- Capable of adapting to a team situation and work well with people;
- Able to make things happen;
- Good communicator;
- Experienced or connected in sport;
- Not presently serving in a political office.

The Board Chair is appointed by the Mayor and Lethbridge City Council. Time commitment will range from 15 to 20 hours per month from September 2018 to March 2020, and 20 to 30 hours per month from April to August 2020.

The Board Chair will make decisions regarding the entire Games in conjunction with other members of the Board of Directors to ensure:

- The overall planning, execution, and timing of the Games and related events within the framework of the Alberta Sport Connection guidelines, goals, and objectives.
- The formulation and control of the Games budget, all major incomes, expenditures, and cash flow.
- The provision of manpower, both volunteer and professional (including paid Games Manager and Assistants) to successfully host the Games.
- The coordination of planning with the Alberta Sport Connection, City of Lethbridge, and other Games partners, i.e. Lethbridge Sport Council, Games sponsors, etc.

Specific responsibilities include:

- Work with the Lethbridge Sport Council Selection Committee to identify and recommend to City Council candidates for the Board of Directors;
- Appoint Vice Chair and other non-voting, liaison board members;
- Appoint and chair an Executive Committee;
- Develop an agenda for Board and Executive committee meetings;
- Chair all Board meetings (ex-officio at all other Games meetings);
- Provide strong leadership on all Games matters, acting as a facilitator and motivator;
- Act as the Official Spokesperson for the Games (to Council, Games Partners, sponsors, and the general public, etc.);
- Hire and supervise the Games Manager;
- Monitor Games activities
 - To ensure Games activities are integrated and budgets and timelines are maintained;
 - To analyze the strengths and weaknesses of the organization to ensure significant items affecting the Games or multiple portfolios are dealt with appropriately;
 - To let people know they are doing a good job;
 - To get people together to discuss particular issues, if needed.
- Maintain a Games profile at Games and community functions (e.g. fundraising and promotional events).