



Edmonton Combative Sports Commission

Member Roles and Responsibilities

Board Members will:

- Strive to attend at least 10 meetings annually
- Commit to volunteering with board matters up to 10 hours per month
- Attend the annual ECSC Strategic Planning retreat
- Participate in annual training
- Be an active member of one (1) ECSC working group – and can only participate in one working group at a time
- Attend sanctioned events
- Reply to all emails in a timely fashion, at least 1x/week
- Notify chair at least 24 hours in advance if unable to attend any planned meetings
- Participate in open and honest discussions

In addition to board member expectations, the Working Group Leads will:

- Schedule monthly meetings for working group
- Report back to commission monthly

In addition to board member expectations, the Vice-Chair will:

- Act as Chair for meetings when Chair is unable to
- Meet monthly with Chair and Executive Director
- Support Chair in presenting an annual report to City Council

In addition to board member expectations, the Chair will:

- Schedule meetings, set agendas, identify work activities and ensure the smooth functioning of the Commission
- Present Chair's Report at monthly ECSC meeting
- Meet monthly with Vice-Chair and Executive Director

- Present annual report to City Council
- Update work plan throughout the year
- Organize and arrange annual ECSC Strategic Planning Retreat
- Be the key point of contact for inquiries to the Commission
- Will not be required to participate in any working groups during their term as Chair