



**BC Taekwondo Federation**

## **Taekwondo BC Directors & Officers Roles and Responsibilities**

### **Officers At a Glance**

- President: CEO & chair of meetings.
- VP 1: Steps in for President.
- VP 2: Steps in for VP 1 and/or President.
- Secretary: Records minutes & keeps member registry.
- Treasurer: Manages finances, reports to Board & AGM.

### **Financial Stewardship**

- Approve budgets & financial statements.
- Expenses >\$1000 need Board pre-approval.
- Directors unpaid; reimbursed for reasonable expenses.
- Ensure funds directly support sport growth & athlete development.

### **Roles & Duties of the Board**

- Supervise PSO operations, uphold bylaws, protect integrity of Taekwondo in BC.
- Set safe sport, insurance, & compliance policies.
- Declare conflicts; directors abstain from conflicted votes.
- Develop and oversee long-term strategic plans to grow Taekwondo BC and uphold standards consistent with Taekwondo Canada
- Risk Management and Compliance
  - oversee adherence to insurance, criminal record checks, safe sport policies, and ensure the PSO meets provincial and federal sport regulations
- Committees: Masters, Awards & Disciplinary.



## BC Taekwondo Federation

### Best Practices for PSOs

- Director training on governance & safe sport.
- Safe Sport Leadership – champion policies on harassment prevention, athlete safety and ethical coaching
- No proxy voting — each delegate votes directly.
- Clear succession planning.
- Transparency & regular reporting build trust.

### Bottom Line:

Directors & Officers are guardians of Taekwondo BC's mission, upholding ethics, managing risk, & stewarding funds to grow Taekwondo across BC.