



Team Management Structure and Role Descriptions (Revised September 2025)

Organization

- The Agility Team Canada (“ATC”) Management will be referred to as the Management Team. It is comprised of five Directors plus a Treasurer. The Directors and treasurer collectively form the Management Team, which is the decision-making body responsible for policies, procedures, and general operations.
- All Directors are voting members with equal voting rights. The Treasurer is non-voting.

This structure combines collaborative governance, ensuring equal voice for all Directors, with a dedicated Treasurer for focused financial management. Responsibilities are strategically allocated based on Director skills, promoting efficiency and a transparent, democratic decision-making process.

Director Responsibilities (Voting Members)

Director responsibilities will be strategically assigned from the General Task List, with careful consideration of each Director's skills and experience to align individual capabilities with organizational needs. This ensures comprehensive coverage of all essential tasks and optimal utilization of expertise.

Responsibilities Assignment Process:

1. **General Task List as Primary Driver:** The Management Team will begin with a comprehensive review of the General Task List (examples provided below). All necessary tasks for effective management will be identified.
2. **Skills Inventory:** Each Director will provide a skills inventory, detailing their relevant experience, expertise, and preferences related to the General Task List.
3. **Matching and Assignment:** The Management Team will collaboratively assign tasks from the General Task List to Directors based on the best possible match between task requirements and individual skills. The goal is to leverage strengths and create a balanced workload.
4. **Transparency and Agreement:** The assignment process will be transparent, with open discussion and mutual agreement among all Directors.
5. **Regular Review and Adjustment:** Assignments will be reviewed and adjusted periodically (e.g., quarterly, annually) to address changing needs, evolving skills, or workload imbalances.

General Task List

- Overseeing the team selection process (Selection and Scoring Committees, Reviewing applications for each team, Review Eligibility Requirements).
- Organizing and facilitating team tryouts (location, logistics, communication).
- Managing communications and public relations (website, social media, media releases).



AGILITY TEAM CANADA

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- Communication with qualifying team applicants about the events they will represent ATC at.
- Leading special projects and fundraising events (planning, execution, volunteer coordination).
- Ensuring compliance with policies, codes of ethics, and regulations (CKC, FCI).
- Liaising with the Canadian Kennel Club and other organizations (representation, communication).
- Liaison with the Canadian Kennel Club (“CKC”) and team members to be certain all codes of ethics, team conduct, and team sponsorship is in strict accordance with Agility Team Canada policies and Code of Conduct.
- Authorizes invoices to be paid by Treasurer.
- Managing team logistics for events (i.e. travel requirements, accommodations, team practice, entries).
- Overseeing sponsorship and fundraising activities.
- Managing team uniforms and merchandise.
- Recruiting and managing volunteers for *ad hoc* tasks/committees.
- Preparation of Agenda and Minutes for Management Team Meetings

Treasurer (Non-voting Member):

- Establishes a budget for the upcoming year so team members and supporters can be notified immediately as to approximate cost of trips to the events.
- Manages invoices, financial statements, and reconciliation.
- Prepares the statements for all team members (management and competition) that detail costs.
- Receives money from team members in a manner that can be tracked successfully.
- Pays invoices as authorized by the Directors.
- Provides reconciliation of Tryouts and any fundraising in a timely manner.
- Provides financial reports and recommendations to the Management Team.