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# BOARD OF DIRECTORS POSITION DESCRIPTIONS

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### President:

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- a) Shall preside at all BRA Board and Committee meetings.
- b) Shall ensure all Board meetings has quorum.
- c) Shall exercise the power and authority of the BRA Board of Directors in cases of emergency but subject to ratification by the entire Board at the next meeting.
- d) Shall be the official spokesperson for the BRA.
- e) Shall be an Ex-Officio member of all Committees.
- f) Shall be charged with the general management and supervision of the affairs and operations of the BRA.
- g) Shall not vote except in the case of a tie where he/she shall cast the deciding vote.
- h) Shall ensure that all Officers and Directors perform their duties.
- i) Shall co-signee of cheques signed by Treasurer and paperwork being signed at bank when Officers have changed.
- j) Shall sign all BRA contracts to ensure they meet the goals and objectives of the Association.
- k) Shall attend, or assign designate, to all regular Zone 5, Provincial or Ringette Alberta meetings.
- l) Shall prepare an agenda for all BRA Board and Annual General Meetings.
- m)
- n) When VP is absent, shall act as the Home representative to Black Gold League – Zone 5.
- o) Shall prepare a report for the annual general meeting.
- p) Shall familiarize themselves with all Bylaws, Policies and Procedures of the BRA, Zone 5, Ringette Alberta and Ringette Canada.

### **Vice President:**

- a) Shall perform the duties of the President in his/her absence or at his/her request and he/she shall then have all the powers and rights of the President.
- b) When acting as President, shall not have the right to vote except in the case of a tie.
- c) Shall assist the President in performing his/her duties and may hold the position of Chairman at any Standing Committee.
- d) Shall co-signee of cheques signed by Treasurer and paperwork being signed at bank when Officers have changed.
- e) In the absence of the President, shall sign all BRA contracts to ensure they meet the goals and objectives of the Association.
- f) Shall act as the Home Association representative to Black Gold League – Zone 5.
- g) Shall attend all BRA Board meetings.
- h) Shall oversee fundraising needs and volunteer commitments for all members.
- i) Shall be responsible for handling complaints, appeals and disciplinary items.
- j) Shall familiarize themselves with all Bylaws, Policies and Procedures of the BRA, Zone 5, Ringette Alberta and Ringette Canada.
- k) Shall perform other duties as assigned.

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### Treasurer:

- a) Shall pay all accounts by cheque, signed by him/herself and one of either the President, or Vice President, or Secretary.
- b) Shall collect and deposit all receipts into the BRA bank account.
- c) Shall keep complete and accurate records of accounts in which shall be recording all receipts and disbursements of the BRA and report same at all regular and Annual General meetings.
- d) Shall monitor account balances and advise BRA Board of monthly balance.
- e) Shall advise BRA Board if there are any concerns with actual's to budget variances.
- f) Shall provide monthly financial statements for all monthly meetings.
- g) Shall provide reviewed prior year financial statements at the Annual General Meeting.
- h) Shall prepare Year End Financial Statements and have them reviewed as per decision at the Annual General Meeting that meets Bylaws.
- i) Shall file annual returns to Alberta Registries.
- j) Shall compile an annual operating budget.
- k) Shall advise BRA board of all annual costs associated with teams and/or players to determine registration fees.
- l) Shall prepare a report for the annual general meeting.
- m) Shall familiarize themselves with all Bylaws, Policies and Procedures of the BRA.
- n) Shall attend all BRA Board meetings.
- o) Shall perform other duties as assigned.

### Secretary:

- a) Shall issue notice of all meetings.
- b) Shall coordinate booking facilities for meetings, picture day rooms and any other facilities required for BRA gatherings.
- c) Shall maintain minutes/records of proceedings and meetings.
- d) Shall ensure that all correspondence is attended to and keep an accurate record of all business transactions of the Board of Directors. Have custody of all documents and records, except financial, pertaining to the affairs of the BRA.
- e) Shall in the absence of the President and Vice President, co-sign any cheques or necessary documents.
- f) Shall maintain lists of motions arising from meetings that need to be addressed at the Annual General Meeting.
- g) Shall maintain and ensure list of Board members are current (names, addresses, telephone numbers, etc.).
- h) Shall ensure Board of Directors position descriptions are current prior to BRA Annual General Meeting.
- i) Shall ensure new Board members have copies of their position descriptions.
- j) Shall ensure all Bylaws, policies and procedures are updated when changes occur in meetings.
- k) Shall ensure New Board members are aware of all Bylaws, policies and procedures of the Association.
- l) Shall attend all committee meetings to type and distribute minutes and to ensure all Bylaw, policies and procedures are updated as a draft to be presented at the next meeting.
- m) Shall familiarize themselves with all Bylaws, Policies and Procedures of the BRA.

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- n) Shall perform other duties as assigned.

### **Past -President:**

- a) Shall serve in an advisory capacity to the Board of Directors.
- b) Shall be a non-voting member.
- c) Shall familiarize themselves with all Bylaws, Policies and Procedures of the BRA.
- d) Shall carry out all duties assigned by the Board of Directors.

### **Director of Officials:**

- a) Shall attend all zone, Referee-in-chief meetings and BRA Board meetings.
- b) Shall be responsible for all officials in the BRA including the advancement of their skill levels.
- c) Shall act on behalf of referee complaints or protest in all divisions.
- d) Shall be in contact with all local association Referee-in-chiefs.
- e) Shall be responsible for informing referees of clinic dates.
- f) Shall report to the BRA Board on all new referees competing required games for course reimbursement.
- g) Shall provide mentorship opportunities for current and new referees.
- h) Shall advise the BRA Board of current referee numbers, qualifications and need for the upcoming season.
- i) Shall be responsible in assigning qualified Referees in all regular and league playoff games.
- j) Shall be responsible in assigning qualified Referees for the BRA Tournament.
- k) Shall be in contact with all local Referee assignors to provide help when in need to cover out of town games.
- l) Shall work with NARRA when required to ensure all referees are assigned.
- m) Shall ensure billing is accurate when NARRA is contracted to assist with allocating referees.
- n)
- o) Shall work with NARRA (when contracted to work with BRA) when required to ensure all relevant information is relayed back to BRA.
- p) Shall familiarize themselves with all Bylaws, Policies and Procedures of the BRA.
- q) Shall perform other duties as assigned.

### **Registrar:**

- a) Shall attend community spring and fall awareness events.
- b) Shall provide team lists, team official information and other registration data to other Board of Directors to facilitate season planning, evaluations, season startup, tournament planning or special event planning.
- c) Shall be responsible for informing maintaining the Website for all updated registration information needed to input new season startup / roll over (age levels, current fees, volunteer expectations, deadlines, late charges).
- d) Shall manually input any payments made by cash or cheque into the website data base.
- e) Shall inform internet secure of new season changes for all online payments.

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- f) Shall register all players with Ringette Alberta and teams with the Black Gold League.
- g) Shall report to the BRA Board current team statistics and projections for upcoming season.
- h) Shall adhere to critical dates for submitting BRA information for player registration, player releases, player affiliations and team officials to Ringette Alberta.
- i) Shall be responsible for making BRA Board aware of any other critical dates that need to be adhered to throughout the season.
- j) Shall be the official liaison between the Ringette Alberta and ensure that all correspondence is brought before the BRA Board.
- k) Shall attend all Board Meetings.
- l) Shall provide registration information throughout the year to the BRA Board.
- m) Shall provide Treasurer with accurate registration count of players and coaching staff for Ringette Alberta fees.
- n) Shall, in the absence of the Secretary, take minutes at all Board meetings.
- o) Shall prepare a report for the annual general meeting.
- p) Shall familiarize themselves with all Bylaws, Policies and Procedures of the BRA.
- q) Shall attend all Board Meetings.
- r) Shall perform other duties as assigned.

### **Director of Coach Development:**

- a) Shall request and receive coaching applications for the coaching positions required for the upcoming season and ensure all requirements are met as per the Coach Selection Policy.
- b) Shall ensure all Criminal Record Checks are completed and submitted to BRA by all coaches, trainers and manager (and any other persons requested by BRA to obtain) within Thirty (30) days of team / staff assignment. The status of these documents will be reported to the BRA Board by November 15<sup>th</sup>.
- c) Shall ensure all managers complete the on-line Managers course by the deadline determined by BRA.
- d) Shall be part of the team selection committee.
- e) Shall be part of the coach selection committee.
- f) Shall be responsible to ensure all coaches and team staff have the necessary certification and documentation as per BRA policy.
- g) Shall be responsible for creation and organization of initial coaches meeting and subsequent regular meetings throughout the season as deemed necessary.
- h) Shall be responsible to coordinate coach's clinics and training from BRA and Ringette Alberta.
- i) Shall assist Director of Player Development in coordination and organization of player evaluations.
- j) Shall act on behalf of coach's complaints or protests in all divisions.
- k) Shall represent every coach in all matters pertaining to suspensions or expulsions.
- l) Shall act as a liaison of any coach of coaching concerns that are brought to his/her attention to the appropriate committee of BRA Directors.

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- m) Shall organize all On-Ice Assistants for all teams for all age groups.
- n) Shall organize all Junior Coaches and assign to teams.
- o) Shall be responsible (in conjunction with the Registrar) for submission of coach certification to Ringette Alberta.
- p) Shall ensure that database of all coaching qualifications is kept up to date.
- q) Shall ensure that Coaches are kept informed of all Ringette Canada, Ringette Alberta, Black Gold League and BRA policies and procedures, rules and regulation changes.
- r) Shall encourage and support the mentoring of lower level Coaches by higher-level Coaches and be available to assist new coaches in skill development.
- s) Shall act as a resource for the Coaches and the Association to acquire materials, videos, book of plays, Handbooks, etc to assist in the development and training of the Coaches.
- t) Shall be responsible for coach evaluations.
- u) Shall provide clear goals and objectives for coach development.
- v) Shall coordinate ongoing coaching clinics, seminars and other events to further develop coaches at all levels.
- w) Shall prepare a report for the annual general meeting.
- x) Shall familiarize themselves with all Bylaws, Policies and Procedures of the BRA.
- y) Shall attend all Board Meetings.
- z) Shall perform other duties as assigned.

### **Director of Player Development:**

- a) Shall be part of the team selection committee.
- b) Shall be part of the coach selection committee.
- c) Shall act on behalf of player's complaints or protests in all divisions.
- d) Shall represent every player in all matters pertaining to suspensions or expulsions.
- e) Shall be responsible to coordinate the players and skill development clinics (goalie clinics, power skating, pre-season camps, etc.) from BRA and Ringette Alberta.
- f) Shall assist in Preseason Camps as required.
- g) Shall be responsible for coordination and organization of player evaluations.
  - Suggest to executives any changes required to the evaluation processes and policies.
  - Ensure all members of BRA are notified and given information on evaluations.
  - Recruit and organize evaluators.
  - Provide evaluators with instructions and forms for evaluating.
  - Provide volunteers with instructions on running evaluation drills and scrimmages.
  - Receive completed evaluation forms and with Divisional Directors assistance, tabulate results for each player.
- h) Shall provide clear goals and objectives for player development.
- i) Shall communicate to players, parents and coaches Player Development opportunities.
- j) Shall ensure that the BRA is promoting age-specific skill development in all of their

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- programs.
- k) Shall actively promote LTAD.
  - l) Shall be involved in the Come Try Ringette programs.
  - m) Shall develop and implement new programs.
  - n) Shall be responsible for end of the year player evaluations for all divisions to assist in player placement for next season.
  - o) Shall prepare a report for the annual general meeting.
  - p) Shall familiarize themselves with all Bylaws, Policies and Procedures of the BRA.
  - q) Shall attend all Board Meetings.
  - r) Shall perform other duties as assigned

### **Director of Website:**

- a) Shall be responsible for maintaining the BRA website with up-to-date information pertaining to events related to the association.
- b) Shall manage all website capabilities accordingly to BRA Board and appropriate team officials.
- c) Shall upload and manage all game schedules, practice schedules and BRA events.
- d) Shall be responsible for web managing / inputting team and coaching assignments.
- e) Shall provide website support / training to other members granted access to the website.
- f) Shall manage website advertising.
- g) Shall familiarize themselves with all Bylaws, Policies and Procedures of the BRA.
- h) Shall attend all Board Meetings.
- i) Shall perform other duties as assigned.

### **Director of Marketing:**

- a) Shall be responsible for planning, developing and implementing of all the BRA's marketing strategies, marketing communications and public relations activities, both internal and external.
- b) Shall be responsible for all promotions dealings with the BRA including press releases, advertising; bring a friend night (February/March), Come Try Ringette Events (August/September), Parade (June) and notices of fundraising events.
- c) Shall coordinate advertising into local paper – event flyers – community news, etc.
- d) Shall try and find as many outlets as possible to promote the growth of our membership.
- e) Shall work with the Director of Website to ensure all information is current and updated for events.
- f) Shall regularly update bulletin board at rink with up to date events and promotional information.
- g) Shall regularly update Trophy case in rink with up to date displays.
- h) Shall ensure that Come Try Ringette events get as much exposure as possible.
- i) Shall provide responsible to coordinate and give direction to volunteers in Ringette publicity events – eg. Parade and Ringette Alberta initiatives.

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- j) Shall be responsible in developing a monthly newsletter to keep parents, coaches and players current with up to date information.
- k) Shall maintain contact with media to ensure that they are informed regarding Ringette activities.
- l) Shall provide direction to volunteers in Ringette publicity events – eg. Parade and Ringette Alberta initiatives. Shall be responsible for social media (maintaining and updating).
- m) Shall prepare a report for the annual general meeting.
- n) Shall familiarize themselves with all Bylaws, Policies and Procedures of the BRA.
- o) Shall attend all Board Meetings.
- p) Shall perform other duties as assigned.

### **Director of Fundraising:**

- a) Shall be responsible for organization of fundraising committees for all fundraising events.
- b) Shall be responsible to ensure appropriate permits, special events insurance and application for grants for all fundraising opportunities are completed by deadlines.
- c) Shall prepare a budget of all fundraising events to present to the BRA Board.
- d) Shall keep an accurate record of all monies collected and turned into the Treasurer for be recorded in the official records of BRA.
- e) Shall research and book appropriate venue for all fundraising events.
- f) Shall familiarize themselves with all Bylaws, Policies and Procedures of the BRA.
- g) Shall attend all Board Meetings.
- h) Shall perform other duties as assigned.

### **Ice Allocator:**

- a) Shall be responsible for attending all ice meetings called by the Town of Beaumont or other associated communities for the purpose of advocating and securing the appropriate amount of ice time required by the BRA.
- b) Shall review, compare to budget and sign all ice contracts with BRA President or Vice President (in the absence of the President). Any variances to budget should be reported to the BRA Board.
- c) Shall coordinate all scheduling of practices, tryouts, tournaments and games including changes and alterations based on league schedule supplied from Zone, tournaments and any other causes.
- d) Shall provide information for all game schedules, practice schedules and BRA events to Director of Publicity and Website for upload.
- e) Shall be responsible for coordinating ice for the annual tournament and U6 Jamboree (February/March).
- f) Shall report on any ice issues at each BRA Board meeting.
- g) Shall forward game slots to Black Gold League for league play.
- h) Shall try to coordinate at least one practice per week for all teams.
- i) Shall cancel ice when not required in accordance to all contracts signed.
- j) Shall attempt to manage a fair distribution of all ice slots equally to all teams throughout the season.



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- k) Shall familiarize themselves with all Bylaws, Policies and Procedures of the BRA.
- l) Shall attend all Board Meetings.
- m) Shall perform other duties as assigned.
- n) An honorarium will be provided for this position with the amount to be determined by the BRA Board each year.

### **Director of Tournament:**

- a) Shall be responsible for the coordinating and directing tournament committee to run an annual tournament in accordance with rules and policies set forth by Ringette Alberta and BRA.
- b) Shall chair all tournament committee meetings.
- c) Shall prepare a budget, record expenditures and present final report to the BRA Board.
- d) Shall keep an accurate record of all monies collected and turned into the Treasurer to be recorded in the official records of the BRA.
- e) Shall be a liaison with BRA Board, Town of Beaumont (including arena staff), teams and NARRA (for referees) as required.
- f) Shall apply for and file all reports with AGLC for raffles as required.
- g) Shall communicate with interested teams.
- h) Shall apply for Ringette Alberta sanctioning and file necessary reports.
- i) Shall raise funds and/or secure sponsorship for tournament.
- j) Shall oversee the general operations of the annual tournament.
- k) Shall ensure all participants follow the rules and policies of the annual tournament.
- l) Shall update or modify changes to the policies and rules of the tournament and communicate to the BRA Board.
- m) Shall oversee scheduling, statistics, communication, promotion, marketing and participant recognition.
- n) Shall coordinate all volunteer duties and ensure they are completed as assigned.
- o) Shall familiarize themselves with all Bylaws, Policies and Procedures of the BRA.
- p) Shall attend all Board Meetings.
- q) Shall perform other duties as assigned.

### **Equipment Coordinator:**

- a) Shall submit proposals for the purchase or repair of equipment.
- b) Shall submit a report of the status and condition of equipment to the Board of Directors.
- c) Shall report and get quotes (as requested) on purchase and repairs of equipment to the Board of Directors.
- d) Shall distribute jerseys and equipment to team coaches at the beginning of season; collect at end of season by utilizing a sign in/sign out process.
- e) Shall document if jerseys and/or equipment is soiled, lost and/or damaged at the end of the season when returned. Present to the Board to determine action required.
- f) Shall audit and replenish first aid kits.
- g) Shall audit and replenish team bags.
- h) Shall purchase and maintain jerseys and equipment as required.

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- i) Shall take an annual inventory and maintain list of jerseys and equipment at the beginning and end of the season and report to the Board of Directors.
- j) Shall make proposals based on suggestions made by coaches regarding equipment.
- k) Shall maintain all equipment, removing unneeded and unsafe items. Unneeded items will be donated to charity organizations if possible.
- l) Shall make equipment available for evaluations, clinics and tournaments.
- m) Shall notify Treasurer of purchases and expenses incurred and forward all receipts to him/her for reimbursement.
- n) Shall monitor and maintain storage facility to include shelving units, keys and cleaning, etc.
- o) Shall notify Treasurer at end of season of deposit refunds for returned equipment.
- p) Shall advertise date and make himself/herself available for goalies to be sized and get equipment prior to season start up (August/September).
- q) Shall familiarize themselves with all Bylaws, Policies and Procedures of the BRA.
- r) Shall attend all Board Meetings.
- s) Shall perform other duties as assigned.

### **Divisional Director – U10:**

- a) Shall have initial interactions with parents.
- b) Shall interface with Registrar on registration concerns.
- c) Shall be part of the team selection committee
- d) Shall organize and distribute team lists.
- e) Shall coordinate coach's lists for Director of Coach Development.
- f) Shall coordinate with Director of Equipment the distribution and return of equipment to coaches.
- g) Shall maintain records and information as required.
- h) Shall distribute all BRA information to parents and team officials.
- i) Shall work with Marketing on organizing spring and fall awareness events.
- j) Shall address parent and coach issues as they arise in a timely and effective manner.
- k) Shall ensure all agenda items are documented and reviewed for the coaches and managers meetings.
- l) Shall visit teams during the season to see how things are going.
- m) Shall prepare a summarized report on improvements or changes for next year season for Board at end of season.
- n) Shall understand the Ringette ABC's, work with the Director of Player Development to promote it to the coaches of U10 to implement yearly
- j)
- k) Shall research and acquire photographer to take team pictures and coordinate with BAHA picture rep.
- l) Liaise with BRA Director of Ice Allocator and the BAHA Ice Allocator to set time and location of photos for each team.
- m) Shall inform all teams of date and time of photos.
- o) Shall prepare a report for the annual general meeting.
- p) Shall familiarize themselves with all Bylaws, Policies and Procedures of the BRA.
- q) Shall attend all Board Meetings.
- r) Shall perform other duties as assigned.

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### **Divisional Director – U12 to U19:**

- a) Shall have initial interactions with parents.
- b) Shall interface with Registrar on registration concerns.
- c) Shall be part of the team selection committee.
- d) Shall organize and distribute team lists.
- e) Shall coordinate coach's lists for Director of Coach Development.
- f) Shall coordinate with Director of Equipment the distribution and return of equipment to coaches.
- g) Shall maintain records and information as required.
- h) Shall distribute BRA information to parents and team officials.
- i) Shall work with Marketing on organizing spring and fall awareness events.
- j) Shall address parent and coach issues as they arise in a timely and effective manner.
- k) Shall ensure all agenda items are documented and reviewed for the coaches and managers meetings.
- l) Shall visit teams during the season to see how things are going.
- m) Shall help launch and maintain the New BRA supported Open Team(s).
- n) Shall prepare a summarized report on improvements or changes for next year season for Board at end of season.
- o) Shall collect from Head Coaches a list of teams who intend to go to Provincials, fill out the form required by Ringette Alberta, and arrange getting cheques for each team from the Treasurer and file before the deadline required by Ringette Alberta.
- p) Shall prepare a report for the annual general meeting.
- q) Shall familiarize themselves with all Bylaws, Policies and Procedures of the BRA.
- r) Shall attend all Board Meetings.
- s) Shall perform other duties as assigned.

### **Team Managers:**

- a) Shall be responsible for the operation of the team 'off the ice'.
- b) Shall be responsible for relaying all necessary information to the coaches and team parents.
- c) Shall in conjunction with the parents, organize any committees needed to pass on information.
- d) Shall be responsible for scheduling minor game officials for home game selected from team parents.
- e) Shall act as liaison between parents and coaches regarding complaints and/or protests.
- f) Shall be the liaison between team and ice allocator.
- g) Shall act as liaison between parents and coaches at the general Board meeting and will therefore hold one vote.
- h) Shall get a RCMP Criminal Record Check and submit to Director of Coach Development prior to the date determined by the BRA Board.
- i) Shall take on-line Managers course offered by Ringette Canada.
- j) Shall familiarize themselves with all Bylaws, Policies and Procedures of the BRA.
- k) Shall attend all Board Meetings.
- l) Shall perform other duties as assigned.

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### Team Coaches:

- a) Shall complete all coaching certification for team level of play within the time frame that is required by Ringette Alberta .
- b) Shall get a RCMP Criminal Record Check and submit to Director of Coach Development prior to the date determined by the BRA Board.
- c) Shall ensure all members on the ice and bench meet Ringette Alberta insurance requirements.
- d) Shall ensure that there is always one qualified female (18 years or older) as a member of the team staff on the bench.
- e) Shall ensure that no more than five (5) team staff, chosen by the Head Coach, maximum is allowed on the team roster and bench.
- f) Shall promote fairness and positive attitude for all players, parents and team staff.
- g) Shall familiarize themselves with all Bylaws, Policies and Procedures of the BRA.
- h) Shall be responsible for the supervision and behavior of the team members before, during and after games and practices, until the team has left the dressing room. This will apply to any team-related event, including out-of town tournaments.
- i) Shall attend all Board Meetings.

Note: Coaches who are on the Board of Directors with an interest in a specific level will be excluded from voting on any coach selection to avoid conflict of interest.