

ARA - OPEN BOARD POSITION DESCRIPTIONS

Vice President:

- 1) Perform the duties of the President in his/her absence or at his/her request and he/she then have all the powers and rights of the President.
- 2) Co-signee of cheques signed by Treasurer and paperwork being signed at bank when Officers have changed.
- 3) In the absence of the President, sign all ARA contracts to ensure they meet the goals and objectives of the Association.
- 4) Be responsible for handling complaints, appeals, grievances and disciplinary items.
- 5) Familiarize themselves with all Bylaws, Policies and Procedures of the ARA, Zone 2, Ringette Alberta and Ringette Canada.
- 6) Oversee Respect in Sport Program
- 7) Assists in UAA evaluations
- 8) Assists in Coach evaluations and Team Surveys
- 9) Represents ARA at Ringette Alberta meetings and conferences.
- 10) Attend all ARA Board meetings.
- 11) Perform other duties as assigned.

Treasurer:

- 1) Pay all accounts by cheque, signed by him/herself and one of either the President, or Vice President, or Secretary.
- 2) Collect and deposit all receipts into the ARA bank account.
- 3) Keep complete and accurate records of all accounts and record all receipts and disbursements of the ARA and report same at all regular and Annual General meetings.
- 4) Monitor account balances and advise ARA Board of monthly balance.
- 5) Advise ARA Board if there are any concerns with actuals to budget variances.
- 6) Provide monthly financial statements for all monthly meetings.
- 7) Provide reviewed prior year financial statements at the Annual General Meeting.
- 8) Prepare Year End Financial Statements and have them reviewed as per decision at the Annual General Meeting that meets Bylaws.
- 9) File annual returns to Alberta Registries.
- 10) Compile an annual operating budget.
- 11) Advise ARA board of all annual costs associated with teams and/or players to determine registration fees.
- 12) Prepare a report for the annual general meeting.
- 13) Familiarize themselves with all Bylaws, Policies and Procedures of the ARA.
- 14) Attend all ARA Board meetings.

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Director of Ice Scheduling:

- 1) Be responsible for attending all ice meetings called by the City of Airdrie or other Ice User Groups for the purpose of advocating and securing the appropriate amount of ice time required by the ARA.
- 2) Review, compare to budget and sign all ice contracts with ARA President or Vice President (in the absence of the President). Any variances to budget should be reported to the ARA Board.
- 3) Coordinate all scheduling of practices, tryouts, tournaments and games including changes and alterations based on league schedules supplied from the Zone 2 Ice Scheduler, and the Calgary 123 League Ice Scheduler.
- 4) Provide information for all game schedules, practice schedules and ARA events to ARA Board as needed.
- 5) Be responsible for coordinating ice for the annual Ring of Fire Tournament
- 6) Report on any ice issues at each ARA Board meeting.
- 7) Coordinate at least one practice and one game per week for all teams through the season.
- 8) Cancel ice when not required in accordance to all contracts signed.
- 9) Attempt to manage a fair distribution of all ice slots equally to all teams throughout the season.
- 10) Familiarize themselves with all Bylaws, Policies and Procedures of the ARA.
- 11) Familiarize themselves with the City of Airdrie Ice Allocation process.
- 12) Attend all Board Meetings.

Director of Tournament:

- 1) Responsible for the coordinating and directing the Tournament Committees to run the annual ROF1 and ROF2 tournaments.
- 2) Be the Chair for all tournament committee meetings.
- 3) Prepare budgets, record expenditures and present a final report to the ARA Board.
- 4) Shall keep an accurate record of all monies collected and turned into the Treasurer to be recorded in the official records of the ARA.
- 5) Liaison with ARA Board, City of Airdrie (including arena staff), teams and referees as required.
- 6) Apply for and file all reports with AGLC for raffles as required.
- 7) Apply for Ringette Alberta sanctioning and file necessary reports.
- 8) Help to secure sponsorship for tournament.
- 9) Shall ensure all participants follow the rules and policies of the annual tournament.
- 10) Shall oversee scheduling, statistics, communication, promotion, marketing and participant recognition.
- 11) Help to coordinate all volunteer duties and ensure they are completed as assigned.
- 12) Familiarize themselves with all Bylaws, Policies and Procedures of the ARA.
- 13) Attend all Board Meetings.

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Director of Equipment:

- 1) Submit proposals and quotes (as requested) for the purchase or repair of equipment.
- 2) Submit a report of the status and condition of equipment to the Board of Directors.
- 3) 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.
- 4) 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.
- 5) Audit and replenish first aid kits and coaches bags.
- 6) Purchase and maintain jerseys and equipment as required.
- 7) 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.
- 8) Maintain storage facility and all equipment, including shot clocks and remove unneeded and unsafe items.
- 9) Make equipment available for evaluations, clinics and tournaments.
- 10) Advertise date and make himself/herself available for goalies to be sized and get equipment prior to season start up (August/September).
- 11) Familiarize themselves with all Bylaws, Policies and Procedures of the ARA.
- 12) Attend all Board Meetings.

Director of Volunteers:

- 1) Responsible for identifying and organizing volunteers for all ARA events.
- 2) Be responsible for tracking Members volunteer hours.
- 3) Audit outstanding members at end of season to ensure volunteer commitments are met.
- 4) Prepare a report for the Annual General Meeting.
- 5) Familiarize themselves with all Bylaws, Policies and Procedures of the ARA.
- 6) Attend all Board Meetings.

Director of Player Development:

- 1) Be part of the team and coach selection committee.
- 2) Act on behalf of player's complaints or protests in all divisions.
- 3) Represent every player in all matters pertaining to suspensions or expulsions.
- 4) Be responsible to coordinate the players and skill development clinics (goalie clinics, power skating, pre-season camps, dryland etc.)
- 5) Assist with the coordination and organization of player evaluations.
- 6) Communicate to players, parents and coaches Player Development opportunities.
- 7) Ensure that the ARA is promoting age-specific skill development and LTAD.
- 8) Be involved in the Come Try Ringette programs.
- 9) Prepare a report for the Annual General Meeting.
- 10) Familiarize themselves with all Bylaws, Policies and Procedures of the ARA.
- 11) Attend all Board Meetings.