



Alberta Lacrosse Association

Enhance character, community, and culture through lacrosse.

BOARD OF DIRECTORS – DIRECTOR OF ADMINISTRATION

The ALA is currently accepting nominations for the role of Director of Administration for a two-year (2) term beginning immediately following the Annual Meeting (AGM).

The Director of Administration, subject to the overall management and supervision of the Board, shall be charged with the general management and supervision of the staff, and the governance and operations of the ALA including, and, without limiting the generality of the foregoing, has the following duties and powers:

- ALA office operations.
- The relationship between the ALA and its employees.
- The minutes of meetings of the members, Executive, and Board.
- Governance of the ALA.
- Ensure that the Discipline and Appeals committee is fulfilling its mandate and duties.
- Registration of ALA Members (players, coaches, executives, officials, and other personnel).
- Preparation of the annual budget.
- Responsible for the custody and maintenance of all books and records of finances at the ALA office, as required by ALA Bylaws and the law.
- Ensuring that the ALA is properly financially managed and will, along with other members of the Executive Committee, have signing authority.
- ALA Insurance Policy and coverage.
- Act in the absence of the President.

The time commitment of the Director of Administration varies throughout the year, with the expectation that there are at least three Board meetings, and a Planning Session held each year. So far, the following Board and Executive meetings have been scheduled for 2024:

- January 28- Online
- February 25- Online
- March 31- Online
- April 28*- Online

Attendance at the Board of Directors meeting immediately following the Annual Meeting is expected.

Please forward names and nominations of interested candidates to info@albertalacrosse.com, to be shared with the Membership, by October 15th.

**Meetings after this date are still to be scheduled and less likely to occur monthly due to box season operations.*