



Board of Directors requirements:

Jonah Cimolini - President

Dustin Menger - Vice President

Dave Boyle - Secretary Treasurer

Tara Cimolini - Director

Jade D'costa - Director

Position Title: President

Authority and Responsibility:

- Provide Leadership to the board of directors, ensure the board adheres to the bylaws and policies/procedures.
- Prepares the boards agenda with input from board members and committee chairs.
- Chairs meetings of the boards, encourage board members to participate in meetings and activities.
- Keep the board's discussion on topic by summarizing issues and keeping the boards activities focused to the organizations mission and values.
- Ensure that committee chairpersons are appointed and keeping the committee's accountable and on task by meeting deadlines and following through on all committee purposes.
- Orients board members and chairpersons to the board as a main point of contact.
- Serves as ex-officio member of committees and attends their meetings when needed.
- Using measurable criteria evaluate the effectiveness of all board members and keeping board members accountable for their assigned roles and responsibilities.
- Promotes the organizations purpose in the community, ensure all events and fundraisers are in line with the purpose of the society.
- Makes sure that board members remain in their governance role. Act in the role of service volunteer as well as board volunteer, to assist in operating programs.
- Makes sure that the board governs as well as manages programs and services.

Requirements: Must be a member in good standing and have served on this board of directors for a minimum of 1 year.

Term: Minimum 3 years, Plus one as Past President

General Duties: Oversee and approve all day to day operational decisions for the society, maintaining direct communication with the board of directors. Develop and enforce code of conduct for parents, players and coaches.

Coaching and Manager coordinator:

- Choosing head coaches and managers for all team's as required.
- Player evaluations and assisting managers/coaches in recruitment of players.



- Primary Liaison and contact to the board for all coaches and managers. Hold coaches and manager's meetings and reviews from time to time as needed (Must include a pre & post season meeting).
- Assist in exhibition and tournament qualifications for healthy team competition.
- Mediate parent/Coach/Manager conflict and refer/report to the board as needed.
- Investigate and conclude any and all formal complaints that arise as required.

Position Title: Vice President

Authority and Responsibility:

- Acts as chairperson in the absence of the President at any related meeting or committee event.
- Works closely as consultant and advisor to the President.
- As Vice President of the board, one shall act in a position of trust for the sports community.
- Responsible for being apart of the effective governance of the organization.
- Committed to the work of the organization as outlined in general duties.
- Knowledge and skills in one or more areas of board governance: Policy, finance, programs, personnel and advocacy.
- Must chair at least one major committee and play key role in supporting special events and participation in fundraisers.
- Keep informed on organizational matter's, participate in board deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.
- Monitor and be knowledgeable in all board bylaws, policies, Roles and other area's.
- Advocate for the association and work as a unified team not as an individual for personal gain or benefit.
- Participate in overall board development of the ASAA organizational plan and projections.

Requirements: Must be a member in good standing and have served as a board member for the ASAA for a minimum of 1 year.

Term: Minimum 2 years

Position Title: Secretary/Treasurer

Authority and Responsibility:

Secretary

- Keeps copies of the organization's bylaws, meeting minutes and the board's policies and procedures.
- Keeps lists of officers, board members, committees and general membership.
- Notifies board members of meetings, brings appropriate documentation to the meetings and records: attendance, minutes, motions and decisions.
- Signs all pertinent documents and meeting minutes of the organization as required.
- Files annual return, amendments to the bylaws and other incorporating documents with the corporate registry.
- Collect, record all membership their dues and issue receipts.
- Makes sure members are notified of general meetings in the appropriate time frame.



Treasurer

- Gives regular reports to the board on the financial state of the organization. Keeping Financial reports on file.
- Acts as signing officer, with another officer or executive director for cheques and other documents.
- Keep accurate account of board receipts and disbursements for board-related expenditures.
- Create and project budgets in partnership with committee's and other board member's.
- Receive and disburse all monies as directed by the board.

Requirements: Must be a member in good standing and have served on the ASAA board of directors for a minimum of 1 year.

Term: Minimum 2 years, Plus 1 as Past Chair.

General Duties:

- Manage day-to-day finances, oversees the financial functioning of the organization and report to the board.
- Receives and reads all correspondence and brings it to the attention of the appropriate officer.

Program Coordinator:

- Ensure all Ice is booked for all teams and scheduled appropriately.
- Prepare all Request for proposals as outlined by the board of directors for services needed.
- Jerseys orders are completed, ordered and received for start of the season (first ice-time).
- Registration of members completed and membership dues collected by deadlines set forth by the board.
- Website management. Update with Waivers, Code of conduct, mission/vision statements, registration.
- Ensure Apparel guidelines are created and communicated with each team manager.
- Day-to-day contact for managers and coaches relating to ice scheduling, tournaments, finances, receipts and other items needing manager direction.
- Sit on all management's committees to ensure unity and cohesion through-out the organization.

Position Title: Director

Authority and Responsibility:

- As a member of the board a director shall act in a position of trust for the sports community.
- Responsible for the effective governance of the organization.
- Committed to the work of the organization as outlined in general duties.
- Knowledge and skills in one or more areas of board governance: Policy, finance, programs, personnel and advocacy.
- Willingness to serve on committees and attendance at meetings accordingly for the board and committee's.
- Support special events and participation in fundraisers.



- Keep informed on organizational matter's, participate in board deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.
- Approve where appropriate policy and other recommendations received from the board and its standing committee's.
- Monitor and be knowledgeable in all board bylaws, policies, Roles and other area's.
- Work as a unified team not as an individual for personal gain or benefit.
- Participate in overall board development of the ASAA organizational plan and projections.
- Approve ASAA budget and vote on board motions and special resolutions as needed.

Requirements: Must be a member in good standing and have served as chair on an ASAA committee for a minimum of 1 year.

Term: Minimum 1 years