



Axemen Lacrosse Club Board Member Job Descriptions

Position:

Evaluations Auditor

Authority and Responsibility:

The board of Directors is the legal authority for the Axemen Lacrosse Club. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the Axemen Lacrosse Club.

Requirements:

- Commitment to the work of the Axemen Lacrosse Club.
- Willingness to serve on Committees.
- Attend monthly Axemen Lacrosse Club Board meetings.
- Attend meetings of assigned Committees.
- Attend the Annual General Meeting of the Axemen Lacrosse Club or any other special meetings as required to conduct Club business.
- Support any Axemen Lacrosse Club special events.
- Support of, and participate in fundraising events.

Term:

1 Year Operational Position

Specific Duties:

- Responsible to maintain the Player Evaluation Policy; the Goalie Evaluation Policy; the Absentee Policy; the Evaluation Grievance Policy and other policies as directed through the VP Programs and Evaluations Lead.
- Member of the Evaluation Committee & its members; before & during evaluations
- Assist the overall operation of all evaluations / evaluation nights
- Have a working knowledge of all Axemen policies & procedures, specifically pertaining to evaluations & the evaluation process
- Liaise with Division Coordinators to ensure schedules for coaches for floor evaluations are completed
- Assist with evaluation computer work in the evaluation workbook & enter all evaluation results
- Run the results tally area during each evaluation night
- Review evaluations grievance when submitted & assist in completing paperwork to be sent to players, the VP Programs & the Axemen Board
- Assist with feedback surveys with parents to identify areas for improvement
- Assist a year end meeting with the Evaluations Committee & report back to the Axemen Board prior to the AGM for the following season
- Any issues that are identified as “Evaluations” in nature on behalf of the Axemen Board

Evaluation:

A Director's performance is evaluated annually based on the performance of assigned Board requirements and duties.