



Axemen Lacrosse Club Board Member Job Descriptions

Position:

Evaluations

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:

Operational position – 1 year 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.
- Liaise directly with VP Programs on all matters
- Responsible for the overall development of the Evaluations process for the Axemen Lacrosse Club
- Manage the operations of the Evaluation Committee & its members; before & during evaluations
- Manage the Evaluations budget and report to the Treasurer and Axemen Executive Board
- Oversee the overall operation of all evaluations / evaluation nights
- Be on site for all evaluations
- Have a working knowledge of all Axemen policies & procedures, specifically pertaining to evaluations & the evaluation process
- Liaise with the VP Programs in matters that pertain to evaluations such as registrations, division placement of players & establishing the evaluation workbook
- Liaise with Division Coordinators to ensure schedules for coaches for floor evaluations are completed
- Complete all evaluation computer work in the evaluation workbook & enter all evaluation results
- Run the results tally area during each evaluation night

- Submit completed attendance roster to the Executive Director once received from the Registration Team nightly
- Responsible for printing all evaluation paperwork & filing completed results obtained from the Evaluation/Tally sub committee
- Create nightly divisional & pinnie assignments for players/goalies based on results collected
- Liaise & communicate with the Executive Director in order to post nightly grouping information during evaluations
- Responsible for all evaluations grievance reviews when submitted & completing paperwork to be sent to players, the VP Programs & the Axemen Board
- Responsible for the training of all parent player & goalie evaluators; running training nights/sessions
- Submit completed attendance roster to the Executive Director for evaluator training after each session
- Organize & conduct any training that is required for the floor evaluation coaches, as required
- Liaise with the Coaching Director in the off season regarding the evaluation drills to ensure they reflect the current needs of the Club/mandate set by him/her
- Oversee the evaluations drills development & implementation
- Liaise with other lacrosse Clubs as necessary
- Conduct feedback surveys with parents to identify areas for improvement
- Conduct 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:

Performance is evaluated annually based on the performance of assigned Board requirements and duties.