



Axemen Lacrosse Club Board Member Job Descriptions

Position:

Governance Director

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:

Directors are elected by the Axemen Lacrosse Club membership at the Annual General Meeting. Directors serve for a two year term and maybe released at the end of the elected term, by resigning, or according to Axemen Lacrosse Club bylaws.

General Duties:

A Director is fully informed on organizational matters, and participates in the Axemen Lacrosse Club Board's deliberations and decisions in matters of policy, finance, programming, personnel and advocacy.

The Director must:

- Approve, where appropriate, policy and other recommendations received from the Axemen Lacrosse Club Board, its standing committees and Executive.
- Monitor all Axemen Lacrosse Club policies.
- Review Axemen Lacrosse Club Bylaws and policy manuals, and recommend bylaw changes to the membership as applicable.
- Review Axemen Lacrosse Club Board structure, approve changes and prepare necessary bylaw amendments.
- Participate in the development of the Axemen Lacrosse Club's organizational plan and annual reviews.
- Approve the Axemen Lacrosse Club annual budget.
- Approve the hiring and release of any paid position on the Axemen Lacrosse Club Board and any pay increase or decrease for paid positions.
- Assist in developing and maintaining positive relationships among the Axemen Lacrosse Club Board, committees, coaches, managers, membership and the community to enhance the Axemen Lacrosse Club's mission.

Specific Duties:

- Voting member of the Board of Directors.
- Key stakeholder in ensuring an Axemen Club member adheres to the Axemen Codes of Conduct specific to their role (i.e. coach; player or parent) in all matters when representing the Axemen Lacrosse Club.

- Responsible to maintain and uphold the Discipline Policy
- Serves as the Chair for any and all Discipline Hearings and is responsible for administering any and all punishments deemed necessary by the Discipline Committee.
- Acts as the Axemen Representative on the CDLA Discipline Committee.
- Direct liaison with the Calgary District Lacrosse Association & the Rocky Mountain Lacrosse League in matters pertaining to discipline of Axemen players, coaches & Parents.
- Responsible for the overall discipline process, enforcement, liaison with CDLA on behalf of the Axemen Lacrosse Club in matters concerning conduct issues for Axemen players, coaches & parents
- Sit as Chair of the Axemen Discipline Review Committee along with 2 other Axemen Executive Board members
- Conduct discipline hearings with Axemen players, coaches & parents where necessary & utilizing the Discipline Review Committee where appropriate
- Record discipline decisions for all incidents for the Club
- Report to the Axemen Board regarding discipline during the season and provide a discipline summary at the end of the season
- Sit on the Axemen Tournament Committee as the Discipline Director for the tournament
- Be the Discipline Director for all tournaments hosted by the Axemen Lacrosse Club & present for all games played during the tournament to deal with discipline issues
- Fill out & submit, on behalf of all Axemen hosted tournaments, the CDLA Tournament Discipline report
- Liaise with the ALRA in matters that pertain to the referees association in Alberta
- Liaise with Division Coordinators when required to ensure enforcement and serving of suspensions during the season

Evaluation:

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