



## **Axemen Lacrosse Club Board Member Job Descriptions**

### **Position:**

Division Director

TIME Commitment - 4-5 hours weekly - Higher volume during the evaluation period

### **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:**

- Attends necessary Division Coordinator, Planning Meeting and; Evaluation Meeting.
- Coordinates with Evaluation Director and oversees Tryouts for specific age groups and the evaluations of their players following the appropriate Policies and Procedures.
- Answers any questions regarding the evaluation process.
- Provide appropriate information to your families/teams/coaches.
- Works with and Reports
- Ensure all coaches attend pre-season coach meeting
- Ensure all managers attend pre- season manager meeting
- Point of contact for team managers, coaches, and parents if they need assistance
- Respond to emails within 24 hours
- Carries out other duties as assigned by the Executive Committee
- Attend any discipline meetings if it involves your division
- Attend any evaluation appeals if it involves your division
- Track coaching certificates, police checks for coaches

**Evaluation:**

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