



## Axemen Lacrosse Club Board Member Job Descriptions

### Governance Position Description

The governance position has been created as an executive position under the Axemen Bylaws (5a) "other officers may be appointed... as the board deems advisable," , and has not been made a permanent executive position specified within the bylaws.

The position was created in response to frequent regulatory changes during the COVID crisis, and subsequent period of change in regulations surrounding youth sport in recent years. The club deemed it necessary to have an executive member that maintained awareness of rules, regulations and laws surrounding lacrosse and youth sport and to advise the club in ensuring compliance and alignment with emerging changes. It was decided that the most prudent way to achieve this was to add to the duties of the existing (non-voting) role for Discipline Director, and extending a vote to the role as a member of the executive.

Key responsibilities include but are not limited to:

- Ensuring that the Axemen lacrosse club and its members are in compliance with CDLA, ALA, and Lacrosse Canada rules and regulations.
- Ensuring that Axmen club policies and regulations are up to date and compliant with Federal and provincial law, Sport Canada regulations, and Child Welfare laws.
- Researching and drafting necessary changes or amendments to club policies and regulations and proposing these to the Board of Directors on an ad hoc basis
- Maintaining the Code of Conduct, Policies and Regulations of the Axemen Lacrosse Club and ensuring that all members are in compliance.
- At the direction of the President, conducting or advising those conducting investigations into complaints against members related to club policies and regulations including, but not limited to: the Code of Conduct, Bullying and Harassment, Social Media and Discipline policies. Producing and submitting reports related to these investigations.
- At the direction of the President convening and chairing discipline hearings related to aforementioned investigations, and writing and distributing the decisions of the discipline committee as required by policies.
- Cooperating with the CDLA Discipline Chair in ensuring the compliance of Axemen members with disciplinary actions deemed necessary by the CDLA (including player and coach suspensions)
- As required serving on disciplinary committees for hearings at the CDLA
- Communicating and collaborating with the other clubs to ensure the integrity of the game, and the maintenance of a safe and positive environment for all participants, this includes sitting on disciplinary committees for hearings within other clubs/associations on an ad hoc basis

- Answering questions, and conducting research related thereto, from Board Members, Managers and Coaches related to legal, regulatory, and policy matters
- Acting as an adviser to the President and Vice Presidents on matters related to the operation of the club, particularly in relation to by laws, regulations and policies
- Other duties as deemed advisable by the President and the Board of Directors