



## Axemen Lacrosse Club Board Member Job Descriptions

### Position:

Secretary

### 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 hiring and release of any paid relationships among the Axemen Lacrosse Board
- 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:

- Attends all Board meetings as well as the AGM (November) and where necessary, Executive Meeting, and Planning Meeting.
- Records Minutes of all meetings and distributes them to the Board within 4-6 days of the BOD/AGM.

- Maintains the Minute Book.
- Ensures all necessary documents are filed with the Corporate Registry.
- Carries out other duties as assigned by the Executive.
- Schedules board meetings

**Evaluation:**

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