



Axemen Lacrosse Club Board Member Job Descriptions

Position:

Treasurer

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:

- Shall receive all monies of the Club and deposit or cause to be deposited the same in the name of the Club in a chartered bank selected by the Board.
- Shall have charge of all funds and keep regular accounts of the revenues and expenditures of the Club.

- Shall develop and present to the Board the Fiscal Operating Budget by the regular January meeting of the Board.
- Shall render to the Board at the regular meetings thereof or whenever required of him by a resolution of the Board, a statement of all his transactions as Treasurer, and of the financial position of the Club.

Evaluation:

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

