



Axemen Lacrosse Club Board Member Job Descriptions

Position:

Timberfest Coordinator

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 by-law 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:

- Non-Voting member of the Board of Directors.
- Head the Timberfest committee and recruit volunteers to sit on committee.
- Volunteer Positions on Committee:
 - Committee Head

- Scheduler
- Team Contact
- Vendor
- Sponsorship
- Volunteers
- Swag
- The following things had to be done for Timberfest:
 - ALA Sanctioning
 - Venue & scheduling
 - ALRA contact & scheduling
 - Advertisement and team recruitment
 - Invoicing and roster submissions from teams
 - Tournament Sponsorship and donations for raffle draws
 - Vendor recruitment
 - Ordering of medals, swag, tournament t-shirts
 - AGLC – licences for 50/50, raffles, toonie stick, etc
 - MVP prizes
 - Volunteer coordination
 - Attendance at tournament
 - Set up
 - Contact for Vendors
 - Check-In Teams
 - Check-In Volunteers
- Appointed annually by the Board of Directors approved by the Program Development Director.

Evaluation:

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