



## Axemen Lacrosse Club Board Member Job Descriptions

### **Position:**

Tournament 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.
- Book one tournament for each team (Novice – Midget) prior to the season start to ensure that every team had the chance to compete. These tournaments are pre-paid by the Axemen Lacrosse Club.

- Pass tournaments onto each division coordinator and the division coordinator passes out to the teams in their division.
- Provide tournament login information to each team so they can monitor rosters, tournament schedules, etc.
- Liaise with the treasurer to ensure that payments are received from each team using the PO system.
- Deal with any issues that arise from these pre-tournament bookings.
- 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.