



## Axemen Lacrosse Club Board Member Job Descriptions

### Position:

Volunteer Manager

### Authority and Responsibility:

The board of Directors is the legal authority for the Axemen Lacrosse Club. As a member of the Board, a Manager acts in a position of trust for the community and assists a Director in 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:

Managers are nominated by the Axemen Lacrosse Club Board of Directors or by volunteering to fill the position and will be voted on by the Board of Directors. Managers serve for a one year term and maybe released at the end of the elected term, by resigning, or according to Axemen Lacrosse Club bylaws.

### General Duties:

A Manager is fully informed on organizational matters, and participates in the Axemen Lacrosse Club Board's deliberations in matters of policy, finance, programming, personnel and advocacy.

#### The Manager must:

- Assist the Director that they report.
- Provide input, where appropriate, policy and other recommendations received from the Axemen Lacrosse Club Board, standing committees and Executive.
- Monitor all Axemen Lacrosse Club policies.
- Review Axemen Lacrosse Club Bylaws and policy manuals, and recommend bylaw changes to the Director.
- Review Axemen Lacrosse Club Board structure, suggest changes and assist in preparing necessary bylaw amendments.
- Participate in the development of the Axemen Lacrosse Club's organizational plan and annual reviews.
- Review the Axemen Lacrosse Club annual budget.
- 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:

- Develop and implement goals and objectives for the volunteer program which reflect the mission of the organization.
- Assess the need for volunteers to enhance program/service delivery.
- Assist in the development of a budget for the volunteer program activities.

- Conduct ongoing evaluation of the programs and services delivered by volunteers and implement improvements as necessary.
- Develop, administer, and review policies and procedures which guide the volunteer programs and services, and reflect the overall values of the organization.
- Develop and administer forms and records to document the volunteer activities.
- Identify volunteer assignments that provide meaningful work for volunteers and write the volunteer position descriptions in consultation with the Director of Planning as appropriate.
- Promote the volunteer program to gain community support of the volunteer program and the organization.
- Ensure that volunteer check-in procedures are followed and records of volunteer hours are maintained according to established procedures.
- Plan and implement formal and informal volunteer recognition activities to recognize the contribution of volunteers to the organization.
- Assist in the preparation of an annual report on the contribution of the volunteer program to the organization
- Administer and monitor expenditures for the volunteer program against the approved budget

**Evaluation:**

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

