



BEAUMONT MINOR FOOTBALL ASSOCIATION

EXECUTIVE MEMBER JOB DESCRIPTION – REGISTRAR/COMMUNICATIONS

The Beaumont Minor Football Association (BMFA), is the governing body for all minor football in the city of Beaumont, and the catchment area as defined the by Capital District Minor Football Association.

A member of the Beaumont Minor Football Association (“Association”) is defined as:

- a. A parent with a child registered with the Association;
- b. A person who has legal guardianship of a player registered with the Association;
- c. A coaching member;
- d. Anyone over the age of 18 and a is resident of Alberta and interested in furthering the objectives of the society upon approval of the board executive.

All Executive members must be members of the association.

The executive shall consist of: The President, the Vice President, the immediate Past President, Treasurer, Secretary, Registrar, and Directors (one for each level: Novice, Atom, Peewee, Bantam; Equipment Director and Coaching Director). The executive may also consist of up to two (2) Executive Members-At-large, if desired by the general membership or executive.

The **Registrar/Communications** is a 2-year position with elections held on odd years.

Role Responsibilities

- Attend Monthly Board meetings
- Be a voting member of the Executive
- Responsible for coordinating registration for all players participating under the jurisdiction of the Association.
- Establish the rules of registration in concert with the executive.
- Keep records of the Association’s registrants.
- Make available a complete list of all registered players, coaches, managers, trainers, and team representatives.
- Liaise with respective team managers and/or representatives for the collection of all documentation required for registration

- Communication to the entire association when required.
- Ensure that all players, coaches, assistants, team managers, etc. are insured with Football Alberta.
- Liaise with CDMFA with a list of registered players as requested
- Other related duties as required or assigned

Notes

The Executive positions shall be filled by way of election at the Annual General Meeting. The Equipment Manager will be appointed by the executive (reviewed annually). Any position not filled at the Annual General Meeting shall be voted on at a subsequent executive meeting.

If an Executive member, for whatever reason, decides that he/she cannot fulfill the duties of his/her position, he/she can communicate resignation through verbal intent, email, written letter, sign language or text message. Resignation is “at will” and any form of documentable resignation should it be written or verbal with witnesses, shall be accepted.

If it is alleged that an executive member is not adequately fulfilling his/her position, the situation should be discussed and reviewed by the executive. After this review, the executive (by majority vote) can remove a person from an executive position.

If an executive member has had their Association membership suspended or revoked from his/her position, he/she is also deemed to have been removed from his/her executive position. If an executive position is vacated between Annual General Meetings, the executive can elect another member of the Association to complete the term.

For more information about the association and this position, please visit our website www.beaumontfootball.ca