



Executive Committee

JOB DESCRIPTION: PRESIDENT

Job Title:	President	Revised Date:	1 September 2022
Association:	Cowichan Valley Lacrosse Association (CVLA)	Term:	Two Years Election on even numbered years

Description:

The President is the chief executive officer and oversees the affairs of the Association and provides supervision and direction to the Board of Directors, including standards of performance, sphere of control, and disciplinary action. The President can also participate in any committee "ex officio" as they so choose.

Key Accountabilities:

- a. The President shall preside at all meetings of the Society, Annual General and Special General meetings, and supervise the operation of the Society.
- b. The President shall perform all the duties usually associated with the office of President. The President shall be impartial, fair, patient, and courteous while conducting the meetings with tact and decisiveness and ensuring that all business is attended to.
- c. He/she shall have the power to replace an elected member of the Executive Committee who resigns or is not fulfilling the duties assigned to him/her subject to the approval of the appointment of a replacement member by the Executive Committee.
- d. The President shall prepare a timeline which includes meeting dates, deadlines, special events, playdowns, provincials and other information for all business of the association at the first Executive Committee meeting.
- e. The President shall have the power to discipline any Team, player, Team official or member, as outlined in the CVLA By-laws after consultation with the disciplinary committee.
- f. The President shall preside over all Association hosted Tournaments.
- g. The President is required to attend all VIMLC (Vancouver Island Minor Lacrosse Commission) meetings.
- h. The President will coordinate and organize promotional events (Jr. Shamrocks).
- i. The President will be the liaison with community organizations (arena, sportsplex, media). The President shall work closely with the association Head Coach and provide assistance with the evaluation and coach selection process.
- j. The President will review and verify Form 100s and Provincial Declarations that the Head Coach had provided.
- k. The President is responsible for submission of CVLA (Cowichan Valley Lacrosse Association) nominations for the BCLA (British Columbia Lacrosse Association) awards and in the event, there is an award recipient to notify the award recipient.

- l. The President shall be responsible for looking after nominations and ordering of the year end competitive teams' awards and the volunteer appreciation awards. Will need to get the perpetual plaques from the ISC display case and have the current award recipients name engraved on the plaques.
- m. The President shall be responsible for ordering the trophies for the non-competitive teams (Mini-Tyke, Tyke & Novice).

Experience:

Previous board or management experience is recommended.

Typical Committees:

Constitution and Bylaws Committee, Policies and Procedures Committee, Budgeting Committee



Executive Committee

JOB DESCRIPTION: 2nd Vice PRESIDENT

Job Title:	2 nd Vice President	Revised Date:	1 September 2022
Association:	Cowichan Valley Lacrosse Association (CVLA)	Term:	Two Years Election on even numbered years

Description:

The 2nd Vice President, in the absence of the President and the 1st Vice President, shall perform the duties of the President and 1st Vice President. This position will be responsible for the Association's administration and the general financial affairs of the Association in compliance with the Society Act.

Key Accountabilities:

- a. The 2nd Vice-President shall fulfill the duties of the President in his/her absence and in the absence of the 1st Vice-President. In the event the President, the 1st Vice-President resigns, he/she shall fill the office of the President for the remainder of the unexpired term of office.
- b. The 2nd Vice-President shall work closely with the Treasurer in reviewing and tracking all Team budgets and Team fundraising projects.
- c. The 2nd Vice-President shall assist the 1st- Vice-President as an advisor/liaison with Team Managers in regard to fundraising efforts.
- d. The 2nd Vice-President will assist with promotional events (Jr. Shamrocks).
- e. The 2nd Vice-President shall work closely with 1st Vice-President in ensuring the Head Manager in gathering all information and materials necessary to be presented to Team Managers at the Manager's Meeting.
- f. The 2nd Vice-President shall serve as an Office of the Executive Committee, attend all Executive Committee meetings as required.
- g. The 2nd Vice-President shall organize the association picture day, booking and verification of the facilities, contacting and liaison with the photographer and setting up the schedule.
- h. The 2nd Vice-President shall look after setting up the registration process, verifying booking facilities, advertisement and working closely with the Registrar.
- i. The 2nd Vice-President shall work closely with the Equipment Manager to ensure distribution, maintenance, collection, inventory, and purchase of all necessary equipment for the Association.
- j. The 2nd Vice-President shall be responsible for soliciting sponsorship by sending out letters to previous sponsors, canvassing new sponsors, tracking sponsorship, and ensuring the sponsors are recognized at the end of the season.
- k. The 2nd Vice-President shall be responsible for collecting the team lists from managers for the non-competitive teams (Mini-Tyke, Tyke, and Novice) and providing the list to the President to order the trophies.

Experience:

Previous board or management experience is recommended.

Typical Committees:

Constitution and Bylaws Committee; Policies and Procedures Committee; Budgeting Committee; Community Gaming Grant Committee.



Executive Committee

JOB DESCRIPTION: Treasurer

Job Title:	Treasurer	Revised Date:	1 September 2022
Association:	Cowichan Valley Lacrosse Association (CVLA)	Term:	Two Years Election on even numbered years

Description:

The Treasurer is responsible for maintaining an accurate and proper set of accounting records of the financial affairs of the Association, complete with the supporting documents. The Treasurer shall ensure that financial statements are presented to the Executive Committee at all meetings of the Executive Committee and at the Annual Meeting.

Key Accountabilities:

- a. The Treasurer is responsible for maintaining an accurate and proper set of accounting records of the financial affairs of the Association, complete with the supporting documents.
- b. The Treasurer shall ensure that financial statements are presented to the Executive Committee at all meetings of the Executive Committee and at the Annual Meeting.
- c. The Treasurer shall work closely with the Registrar in ensuring that monies are collected, documented, and correspond with the registration numbers.
- d. The Treasurer shall work closely with the Registrar in collection or notification to members of any outstanding fees.
- e. The Treasurer shall receive all monies and ensure that they are properly deposited with the Association bank.
- f. The Treasurer shall be responsible for payment of all accounts of the Association approved by the Executive Committee.
- g. The Treasurer shall turn over all books of the accounts, vouchers, and other supporting records to his/her successor.

Experience:

Minimum 5 years bookkeeping experience is strongly preferred. Strong attention to detail and organization is also important. Must also be comfortable working with; Excel, QuickBooks, Word, Power Point, and PDF creator.

Typical Committees:

Budget Committee and Community Gaming Grant Committee



Executive Committee

JOB DESCRIPTION: Head Referee

Job Title:	Head Referee	Revised Date:	1 September 2022
Association:	Cowichan Valley Lacrosse Association (CVLA)	Term:	Two Years Election on even numbered years

Description:

The Head Referee manages the Associations referee program, including development, evaluations, and works with the Referee Allocator to determine *best fit* for games and associated assignments.

Key Accountabilities:

- a. The Head Referee shall be responsible for the recruiting and training of all referees.
- b. The Head Referee shall report to the Executive Committee on the administration of all Association referees and provide the Executive Committee with information relating to BCLA (British Columbia Lacrosse Association) and or CLA (Canadian Lacrosse Association) rules, regulations, and directives.
- c. The Head Referee shall be responsible for the assignment of referees used in games played by all divisions.
- d. The Head Referee may appoint a referee assignor with no Executive Committee voting privileges.
- e. The Head Referee shall be the liaison officer between our Association referees and the head referee of the VIMLC (Vancouver Island Minor Lacrosse Commission).
- f. The Head Referee is required to attend all VIMLC (Vancouver Island Minor Lacrosse Commission) meetings.
- g. The Head Referee works closely with the Tournament Coordinator to set up a schedule of referees for each tournament and to ensure the officiating runs smoothly.
- h. The Head Referee/Referee Assignor shall provide the Association Treasurer with the referee payroll for the previous month so that payment can be accomplished.

Experience:

Obtains a thorough understanding of game management protocols (penalties, rules of play, etc.), Canada Lacrosse's Officiating Program and holding all necessary accreditations for refereeing all levels of BC minor lacrosse is an asset.

Typical Committees:

Policies and Procedures Committee



Executive Committee

JOB DESCRIPTION: Past President

Job Title:	Past President	Revised Date:	1 September 2022
Association:	Cowichan Valley Lacrosse Association (CVLA)	Term:	Two Years Election on odd numbered years

Description:

The Past President, the Immediate Past President (non-elected), shall perform the duties and carry out the responsibilities allocated or set by the President, if required by the President, and in an advisory capacity when requested by the President.

Key Accountabilities:

- a. The Past President's term shall be for one year after expiration of term of office as President and will be nonvoting.
- b. The Immediate Past President shall perform the duties and carry out the responsibilities allocated or set by the President, if required by the President, and in an advisory capacity when requested by the President.

Experience:

Most recent President of the Cowichan Valley Lacrosse Association

Typical Committees:

Constitution and Bylaws Committee and Policies and Procedures Committee



Executive Committee

JOB DESCRIPTION: 1st Vice President

Job Title:	1 st Vice President	Revised Date:	1 September 2022
Association:	Cowichan Valley Lacrosse Association (CVLA)	Term:	Two Years Election on odd numbered years

Description:

The 1st Vice President, in the absence of the President, shall have and exercise all the powers of the President. The 1st Vice President is responsible for lacrosse operations and is responsible for chairing the Discipline Committee.

Key Accountabilities:

- a. The 1st Vice-President shall fulfill the duties of the President in his/her absence. In the event the President resigns, he/she shall fill that office for the remainder of the unexpired term of office.
- b. The 1st Vice-President shall Chair any Complaints Investigation Committee. A Complaints Investigation Committee shall comprise of three (3) Executive Committee members including the 1st Vice-President; they will attend to any complaint issues. The 1st Vice-President shall attempt to mediate a solution, or attend to the complaint, by way of an investigation of facts surround the complaint and prepare a report for the President.
- c. The 1st Vice-President attends Discipline Hearings for Commission.
- d. The 1st Vice-President is required to attend all VIMLC (Vancouver Island Minor Lacrosse Commission) meetings.
- e. The 1st Vice-President sits on all Approval Committees.
- f. The 1st Vice-President is responsible for collecting and verifying all Criminal Record Checks for volunteers.
- g. The 1st Vice-President handles all injury insurance enquiries.
- h. The 1st Vice-President will maintain a liaison with all teams, promote and organize pre-school recruiting and provide public relations work for the association.
- i. The 1st Vice-President will attend any CVLA tournament where needed.
- j. The 1st Vice-President will work with coaches, managers throughout the season to ensure a smooth transition and answer any enquiries as needed. He/she will organize team schedules and letters to coaches and managers.
- k. The 1st Vice-President will work closely with the Head Manager in
- l. maintaining and updating the Manager's Handbook and current information from BCLA for the current season in play.
- m. The 1st Vice-President will assist with promotional events (Jr. Shamrocks).
- n. The 1st Vice-President will assist the President as the back-up liaison with community organizations (arena, sportsplex, media) when needed.

Experience:

Previous board or management experience is recommended.

Typical Committees:

Disciplinary Committee, Constitution and Bylaws Committee, Policies and Procedures Committee



Executive Committee

JOB DESCRIPTION: Secretary

Job Title:	Secretary	Revised Date:	1 September 2022
Association:	Cowichan Valley Lacrosse Association (CVLA)	Term:	Two Years Election on odd numbered years

Description:

The Secretary shall attend all meetings and to keep an accurate record of the minutes of all meetings of the association, conduct and record all correspondence of the association and notify all members of the date, time and place of the Annual Meeting and shall keep the Register of all members of the Association.

Key Accountabilities:

- a. The Secretary shall attend all meetings and to keep an accurate record of the minutes of all meetings of the association, conduct and record all correspondence of the association and notify all members of the date, time and place of the Annual Meeting and shall keep the Register of all members of the Association.
- b. The Secretary shall be responsible for booking the facility meeting place.
- c. The Secretary shall notify Executive Committee members when the meetings are held and to request items for the agenda.
- d. The Secretary shall be responsible for distribution of the meeting minutes to Executive Committee.
- e. The Secretary shall be responsible for distribution of the previous Annual Meeting minutes at the current Annual Meeting.
- f. The Secretary shall be responsible for signing in members at the Annual Meeting and recording the minutes of the Annual Meeting.
- g. The Secretary shall assist the Head Manager with any administrative duties as needed.
- h. The Secretary shall turn all files, correspondence and documents pertaining to the Association over to his/her successor.

Experience:

Strong attention to detail and organization is important. Must also be comfortable working with; Word, Power Point, PDF creator and Email applications.

Typical Committees:

Constitution and Bylaws Committee, Policies and Procedures Committee



Executive Committee

JOB DESCRIPTION: Head Coach

Job Title:	Head Coach	Revised Date:	1 September 2022
Association:	Cowichan Valley Lacrosse Association (CVLA)	Term:	Two Years Election on odd numbered years

Description:

The Head Coach establishes, organizes, and develops a system at all levels within the Association to promote further development of players and coaches through training programs and clinics. The position ensures the selection of properly qualified and capable coaches for all teams and is responsible for the coordination of evaluations for teams. The position oversees the conduct of all coaches ensuring that they are following the rules of the Policies and Procedures, VIMLC, BC Lacrosse and Canada Lacrosse.

Key Accountabilities:

- a. The Head Coach shall be responsible for coordinating the Coach Selection process in all divisions along with the respective divisional managers, subject to the approval of their committees. The Head Coach will provide Coach Application forms at registration for potential coaches to fill out.
- b. The Head Coach shall have the authority, subject to the approval of the appropriate committee and the Board, to suspend or replace any coach or manager for inability, lack of interest or conduct detrimental to the best interest of the game and shall abide by the rules of the Association as laid down by the Board.
- c. The Head Coach shall implement a progressive system of play for all levels which would be subject in approval by the Board and be responsible to see that the system is carried out by all coaches, by conducting/organizing clinics for all appointed coaches prior to league play and during the season.
- d. The Head Coach must keep an up-to-date coach's profile and perform evaluations of coaches during practices and games. A general lacrosse knowledge is necessary and coaching experience is preferred.
- e. The Head Coach shall be responsible for organizing/coordinating the competitive teams' tryouts/evaluations in all divisions, the resolving of all disputes during tryouts/evaluations with the assistance of the Approval Committee.
- f. The Head Coach sits on all Approval Committees.
- g. The Head Coach will provide a list of evaluators to the Approval Committee for approval prior to tryouts/evaluations.
- h. The Head Coach will work closely with the President in providing a fair, systematic tryout/evaluation process.
- i. The Head Coach will organize Form 100s and Provincial Declarations and submit to BCLA.

- j. It is recommended that the Head Coach attend all VIMLC (Vancouver Island Minor Lacrosse Commission) meetings if available.

Experience:

Previous experience with Head Coaching and competitive lacrosse is recommended

Typical Committees:

Approval Committees, Policies and Procedures Committee, Discipline Committee



General Director

JOB DESCRIPTION: Registrar

Job Title:	Registrar	Revised Date:	1 September 2022
Association:	Cowichan Valley Lacrosse Association (CVLA)	Term:	One Year Appointed by the CVLA's President

Description:

The Registrar is responsible to maintain the register of members, players, and team officials, ensuring all registration requirements are satisfied, as per pertinent lacrosse governing bodies.

Key Accountabilities:

- a. The Registrar shall ensure that all registration forms are filled out completely and accurately, ensure that the financial requirements of registration are complete and correct and members are in good standing prior to registering for a new season.
- b. The Registrar will continue to maintain membership throughout the season.
- c. The Registrar shall be responsible for obtaining all player registration forms and fees as directed by the President.
- d. The Registrar shall maintain an accurate player file and file team registration and insurance records as required with the BCLA (British Columbia Lacrosse Association).
- e. The Registrar shall provide the Approval Committee with registration lists for all divisions.
- f. The Registrar shall work closely with the Treasurer in ensuring that monies are collected, documented, and correspond with the registration numbers.

Experience:

Previous experience working within an online database and registration system is an asset. Previous work experience requiring organization and all forms of communication is also an asset. Attention to detail and experience with Excel and Word.

Typical Committees:

Policies and Procedures Committee



General Director

JOB DESCRIPTION: Facility Coordinator

Job Title:	Facility Coordinator	Revised Date:	1 September 2022
Association:	Cowichan Valley Lacrosse Association (CVLA)	Term:	One Year Appointed by the CVLA's President

Description:

The Facility Coordinator is responsible for floor coordination for all divisions of the Association in a fair and equitable manner and in alignment with the Policies and Procedures.

Key Accountabilities:

- a. The Facility Coordinator shall be responsible for efficient operation of the arenas and lacrosse boxes.
- b. The Facility Coordinator shall be responsible for allocating all game and practice times for pre-season, season, and playdowns.
- c. The Facility Coordinator shall maintain a liaison with all team managers.
- d. The Facility Coordinator shall be the main contact person with the booking clerk of the facilities that CVLA uses.
- e. The Facility Coordinator shall inform the Executive Committee of any issues related to booking of facilities.

Experience:

Previous experience working within an online database and registration system is an asset. Previous work experience requiring organization and all forms of communication is also an asset. Attention to detail and experience with Excel and Word.

Typical Committees:

Policies and Procedures Committee



General Director

JOB DESCRIPTION: Equipment Manager

Job Title:	Equipment Manager	Revised Date:	1 September 2022
Association:	Cowichan Valley Lacrosse Association (CVLA)	Term:	One Year Appointed by the CVLA's President

Description:

The Equipment manager is responsible for the safeguarding, distribution, maintenance, collection and purchase of all necessary equipment and jerseys for the Association.

Key Accountabilities:

- a. The Equipment Manager shall be responsible for the purchase of all equipment as directed by the Executive Committee.
- b. The Equipment Manager shall approve and support all CVLA branded items for the association and must work closely with the Booster Club.
- c. The Equipment Manager shall work closely with the 2nd Vice-President to ensure distribution, maintenance, collection, inventory, and purchase of all necessary equipment for the Association.
- d. The Equipment Manager shall be responsible for the sale of equipment obtained for re-sale to members.
- e. In the absence of a Booster Club Director, the Equipment Manager will take on those duties.
- f. They shall keep an accurate record of all equipment owned by the Association and furnish an annual report of losses and inventory and make report to the Board at all meetings.

Experience:

Experience is dealing with suppliers and obtaining quotes for products. Attention to detail and experience with Excel and Word.

Typical Committees:

Policies and Procedures Committee



General Director

JOB DESCRIPTION: Booster Club

Job Title:	Booster Club	Revised Date:	1 September 2022
Association:	Cowichan Valley Lacrosse Association (CVLA)	Term:	One Year Appointed by the CVLA's President

Description:

The Equipment manager is responsible for the safeguarding, distribution, maintenance, collection and purchase of all necessary equipment and jerseys for the Association.

Key Accountabilities:

- a. Makes reports at all Executive Committee meetings on sales, including profit and loss.
- b. Recommends to the Equipment Manager on all items that CVLA booster club would like to purchase including price point and potential profit.

Experience:

Experience is dealing with suppliers and obtaining quotes for products and marketing. Attention to detail and experience with Excel and Word.

Typical Committees:

Policies and Procedures Committee



General Director

JOB DESCRIPTION: Head Manager

Job Title:	Head Manager	Revised Date:	1 September 2022
Association:	Cowichan Valley Lacrosse Association (CVLA)	Term:	One Year Appointed by the CVLA's President

Description:

The Head Manager shall coordinate the manager's handbook and materials needed for the season to be handed out at the Manager's Meeting prior to the start of the season. They will also work with all managers within the association and be the point of contact to deal with issues as presented.

Key Accountabilities:

- a. The Head Manager, along with the 1st Vice-President and 2nd Vice-President shall coordinate the manager's handbook and materials needed for the season to be handed out at the Manager's Meeting prior to the start of the season.
- b. The Head Manager shall be responsible for recruiting team managers and their training for liaison between team managers and the Association and League Commissioners.
- c. The Head Manager with the 1st Vice-President and 2nd Vice-President shall organize a Manager's meeting to distribute packages and to review all contents of packages.
- d. The Head Manager shall be the liaison with Team Managers throughout the season and provide support and assistance when needed.
- e. The Head Manager will notify team managers of information as needed (e.g., Picture Day, Lacrosse Day in Cowichan Valley, etc.)

Experience:

Previous work experience requiring organization and all forms of communication is also an asset. Attention to detail and experience with Excel, Word, and email applications.

Typical Committees:

Policies and Procedures Committee



General Director

JOB DESCRIPTION: Referee Allocator

Job Title:	Referee Allocator	Revised Date:	1 September 2022
Association:	Cowichan Valley Lacrosse Association (CVLA)	Term:	One Year Appointed by the CVLA's President

Description:

The Referee Allocator shall work closely with the Head Referee and Facility Allocator in providing a schedule of referees.

Key Accountabilities:

- a. The Referee Allocator will work closely with the Head Referee and Facility Allocator in providing a schedule of referees.
- b. The Referee Allocator will provide the Treasurer with an estimate budget cost.
- c. of number of games the association will incur for the season.
- d. The Referee Allocator will provide a list of certified referees eligible to referee for the current season.
- e. The Referee Allocator will submit a monthly report to the Executive Committee of the referee's game allocation.

Experience:

Previous work experience requiring organization and all forms of communication is also an asset. Attention to detail and experience with Excel, Word, and email applications.

Typical Committees:

Policies and Procedures Committee



General Director

JOB DESCRIPTION: Website Coordinator

Job Title:	Website Coordinator	Revised Date:	1 September 2022
Association:	Cowichan Valley Lacrosse Association (CVLA)	Term:	One Year Appointed by the CVLA's President

Description:

The Website Coordinator shall maintain the association website with current season information.

Key Accountabilities:

- a. The Website Coordinator shall maintain the association website with current season information, updating policies and other documents.
- b. Work closely with Team Managers to promote team achievements on the website.

Experience:

Previous work experience requiring organization and all forms of communication is also an asset. Attention to detail and experience with MS Office Suite and website design.

Typical Committees:

Policies and Procedures Committee



Agreements for Executive Committee and Directors of the Association

As a member of the Board of Directors of the **Cowichan Valley Lacrosse Association (CVLA)**, under the Societies Act and Regulations of British Columbia, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I support the purpose and mission of the organization and pledge my commitment to assist in carrying out its work.

As a board member, I will consistently act responsibly and prudently. I understand my duties to include:

1. Legal, fiduciary, fiscal and moral responsibility, along with my fellow board members, for the well-being of CVLA. As such, it is my responsibility to:
 - Act honestly and in good faith with a view to the best interests of CVLA;
 - Exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances;
 - Be familiar with CVLA's financial affairs;
 - Know the CVLA's Bylaws and Policies and Procedures and oversee and promote their implementation;
 - Take responsibility for making decisions on CVLA's issues and board matters;
 - Interpret CVLA's work and values to the community; and
 - Keep up-to-date on CVLA business.
2. Attending monthly Director Meetings. Should I be unable to attend a meeting, I will, provide proper notice and make best efforts to provide monthly reports.
3. Disclosing fully and promptly to the Board of Directors any matters that may be of conflict of interest and:
 - Abstain from voting on a directors' resolution or consenting to a consent resolution on the matters referred, and/or
 - Leave the Directors' Meeting when the matter is discussed, unless asked by the other Directors to be present to provide information or when the other Directors vote on the matter.
4. Working in good faith with my fellow board members and all members toward the achievement of the organization's goals. Should I fail to fulfill these commitments to CVLA, I understand that the President will call upon me to discuss my responsibilities. Should there come a time where I am no longer able to fulfill my duties, it will be my responsibility to resign my Director position as a member of the Board of Directors.
5. I understand and fully accept the duties as outline in the Job Description of my Director role and commit to performing the job duties as prescribed.
6. I understand that I must be qualified, as prescribed by the Societies Act, to be a Director of CVLA and agree to the following:
 - I am over the age of 18 years of age;

- I have not been found by any court, in Canada or elsewhere, to be incapable of managing the individual's own affairs;
- I have not an undischarged bankrupt;
- I have not been convicted, in or out of British Columbia, of an offence in connection with the promotion, formation or management of a corporation or unincorporated entity, or of an offence involving fraud.

As a board member, I understand that the organization will be responsible to me in the following ways:

1. I will be sent, without request, quarterly financial reports and an update of organizational activities that allow me to meet the "prudent person" standards of the law. Further, I expect that I will have information about programs and policies, goals, and objectives as appropriate.
2. Opportunities will be provided for me to discuss with President the organization's programs, goals, activities, and status.
3. It is expected that other Board Members will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to the organization.
4. Board members will work in good faith with me towards achievement of our goals.
5. The organization will carry Directors' and Officers' liability insurance.

Executive / Director Name

Executive / Director's Position

Executive / Director's Signature

Date

President's Signature

Date