



MEMBERS OF THE EXECUTIVE - POSITION DESCRIPTIONS

PRESIDENT'S DUTIES

The President is the Chief Executive Officer of the Association and as such is the official spokesperson for and representative of the Association. The duties of the President include:

- Presiding at all Executive meetings and the Annual General Meeting (AGM);
- Making decisions, on behalf of the Executive, in consultation where possible with the Vice-President, with all decisions to be reviewed at the next monthly meeting;
- Representing the Association at E.R.R.A. & N.C.R.R.L general meetings, or appoints a representative;
- Being an ex-officio member of all standing and ad hoc committees;
- Nominating chairpersons of various additional sub-committees which may be established during any season with the appointment to be ratified by the Executive.

VICE-PRESIDENT'S DUTIES

The Vice-President, oversees all administrative aspects of the Association. In the absence of the President, assumes the duties and responsibilities of the position. The duties of the Vice-President include:

- Overseeing and coordinating activities of the following appointee positions and nominating volunteers to fill these positions with the appointments to be ratified by the Executive:
 - o Fundraising Administrator;
 - o Player and Coaching Development Director;
 - o Publicity and Promotion Director.
 - o Registrar;
- Chairing the Discipline, Harassment and Appeals Committee, when necessary;
- Conducting periodic reviews of all Association policies, procedures and guidelines
- Updating, on an annual basis the Sponsorship package for posting on the Association website;
- Coordinating all logistics pertaining to the Annual Volunteer Appreciation Night;
- In consultation with other members of the Executive, prepares newsletters, as required.



TREASURER'S DUTIES

The Treasurer oversees all financial operations of the Association. The duties of the Treasurer include:

- Maintaining financial records of the Association;
- Preparing annual budgets for the Association;
- Depositing and collecting all monies owing to the Association;
- Paying all accounts owed by the Association;
- Preparing financial reports for the monthly Executive meeting and Annual General Meeting;
- Maintaining separate bank accounts for various programs of the Association (Tournament, Fundraising, etc.);
- Determining, together with the Registrar, an accurate accounting of O.R.A. fees due and payable for each season;
- Acting as Chair of the Finance Committee, when necessary.

SECRETARY'S DUTIES

The Secretary oversees all secretarial aspects of the Association and as such is the custodian of all documentation to and from the Association. The duties of the Secretary include:

- Processing and distributing all mail forwarded to the Association;
- Preparing and maintaining notices/agendas and records of proceedings/minutes of all Association meetings (eg. Executive and AGM);
- Alerting respective members, prior to each Executive meeting, regarding the requirement to report on outstanding issues;
- Maintaining, organizing and filing all relevant records for the Association;
- Booking facilities for all Association events;



REGISTRAR'S DUTIES

REGISTRAR The Registrar is responsible for registering all players, bench staff, officials and Executive members with the Ontario Ringette Association. The individual occupying this position receives all registrations and ensures that players have paid the appropriate fees, prepares Team Registration Forms (TRFs) for approval/signature of bench staff and distribution to ORA, ERRA and GCRA Team Coach/Manager. All registration information is compiled and maintained in a spreadsheet and the ORA database. This position requires that the individual be available from July to February expending an average of approximately 15 hours monthly. The busier months are August, September and October as these are the times when registrations must be forwarded, application information entered into the database, TRFs prepared and forwarding registration information to ORA. The balance of the time is dedicated to maintaining the database and other information that may be requested from Executive members from time to time. Other requirements are that the individual possess strong organizational skills, good computer skills and be detailed oriented. In addition, this individual must have access to a computer with spreadsheet software (e.g. Excel), to e-mail and voice mail. The Registrar reports to the VP.

PAST PRESIDENT

The immediate Past President shall remain a member of the Executive for a period not to exceed one year with full voting privileges and shall act in an advisory capacity and carry out such duties as are designated by the Executive.