

6.2 Directors and Duties

6.2.1 President Voted in ODD year

- Supervises the affairs of the Board
- When present chairs all meetings of ESSPA, the Board and the Executive
- Is an ex officio member of all committees
- Negotiate insurance, Home Base and Lease Agreements and other policies in conjunction with the Vice President
- Acts as a spokesperson for ESSPA
- Carries out other duties assigned by the Board

6.2.2 Vice President Voted in ODD year

- Presides at meetings in the President's absence
- Replaces the President at various functions when asked to do so by the President or the Board
- Chairs the Conflict Committee
- Negotiate insurance, Home Base and Lease Agreements and other policies in conjunction with the President
- Is a member of the executive committee
- Carries out other duties assigned by the Board

6.2.3 Secretary Voted in EVEN year

- Attends all meetings of ESSPA, the Board and the Executive
- Keeps accurate minutes of the meetings
- Has charge of all of the Board's correspondence
- Makes sure all notices of meetings are sent
- Keeps the Seal of the Society/ESSPA
- Files the annual return, changes of directors, amendments to the bylaws and other incorporating documents with the Corporate Registry
- Carries out other duties assigned by the Board

6.2.4 Treasurer Voted in EVEN year

- Makes sure annual fees are collected and deposited in consultation with the Registrar
- Makes sure monies paid to ESSPA are deposited in a chartered bank, treasury branch, or trust company chosen by the Board
- Makes sure detailed account of revenues and expenditures is presented to the Board as requested
- Makes sure an audited statement of the finances of ESSPA are prepared and presented at the AGM
- Is a member of the Executive Committee
- Carries out any duties assigned by the Board
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6.2.5 Past President

- Functions as a mentor/advisor for the new president and vice president
- Has no voting privileges
- Serves only 1 year, may be called upon for assistance if needed after that
- Carries out duties assigned by the Board

6.2.6 Maintenance Director Voted in ODD year

- Supervises and creates contract with Maintenance and Cleaning staff. Contract is approved by the Board.
- Sources prices for equipment, materials, etc.
- Collect and review and approve time sheets prior to submitting to the Treasurer
- Deal with any maintenance issues
- Present a report at year end as to costs to develop a budget for the following year and to aid in determining rental charges
- Carries out other duties as assigned by the Board

6.2.7 Facilities and Bookings Director Voted in ODD year

- Is the Board's liaison with the City for determining bookings of both ESSPA and any outside groups
- Serves as chair/liasion for social committee
- Is the contact person for any groups wishing to access ESSPA facilities or equipment
- Ensures access forms are completed: maintains list of access (keys, locks or codes)
- Arranges for changes to codes at the end of season
- Prepares contracts for user groups
- Passes all bookings to Maintenance Director for scheduling of preparation of workers
- Passes all contract info for billing to the Treasurer
- Present a report at year end as to booking numbers to assist in budgeting and follow up expected payment from the City
- Carries out other duties as assigned by the Board

6.2.8 Registrar Voted in ODD year

- Sets up registration procedures
- Keeps the registry of ESSPA members for the use of ESSPA
- Ensures members register and consults with the Treasurer on fee payment
- Assists Division Co-ordinators with creating teams in the registration program
- Setting up schedules
- Assists Tournament Director or other assigned Director with registering teams in SPN
- Carries out other duties as assigned by the Board

6.2.9 Tournament Director Voted in EVEN year

- Chairs tournament committees
- Acts as Liaison with any Slo-pitch governing bodies (e.g. SPN, etc.)
- Arrange umpires for league and tournament play as required
- Carries out other duties as assigned by the Board

6.2.10 Media Director Voted in EVEN year

- Looks after ESSPA website and any other social media sites
- Ensures that all media is up to date, appropriate and reflects the objectives of ESSPA
- Makes changes to media as requested by the Board
- Posts only Board approved information
- Carries out other duties as assigned by the Board

6.2.11 Marketing and Recruitment Director Voted in EVEN year

- Oversees activities meant to promote ESSPA and encourage membership growth
- Oversees advertising of registration dates, tournaments and other ESSPA functions
- Coordinates with Bookings and Facilities (social committee), Media, and Tournament Directors to assist and streamline practices
- Carries out other duties as assigned by the Board

6.2.12 Equipment Director Voted in ODD year

- Inventories and assigns equipment to teams, including uniforms
- Makes sure all equipment is in good repair
- Researches prices and gets quotes on new and replacement equipment to submit as part of budget to the Board
- Collects and assesses all equipment at end of the season
- Carries out other duties as assigned by the Board

6.2.13 Division Co-ordinators *Voted in EVERY year (*exemption year 2020 for 2021 season)

- Oversee their assigned division when voted in at the AGM
- Will serve a term of 1 year – may be re-voted in to same position at next AGM
- Will work with Rule Committee to ensure rules for ESSPA are consistent as much as possible but reflect the needs of their particular division
- Will serve on the Conflict Resolution Committee
- Will work with team leaders to choose balanced teams in divisions where teams are drafted
- Will work with the Registrar to register teams in the registration system
- Will create schedules
- Will submit all division meeting minutes for posting on the website
- Will oversee that team leaders are given the equipment, etc. needed and that they are aware of the rules, expectations and procedures of the league