



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: EXECUTIVE POSITIONS

POLICY #: 1500

Created: May 23, 2018	Last updated: March 12, 2019	Approved: March 12, 2019
-----------------------	------------------------------	--------------------------

Ver no.	Effective Date	Significant Changes

1.0 Purpose

To provide a brief description of each of the positions that comprise the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy applies only to the elected members of the FSRA Executive Board. It is not intended to serve as an exhaustive list of the roles and responsibilities of each of the Executives. For more information on the responsibilities of a specific Executive member, please see each position's corresponding policy.

3.0 Terms

There are no terms to define in this policy.

4.0 Policy

- 4.1 The President's role is to provide guidance to the overall running of the FSRA as well as the ringette program in general. He or she must also help to set policy and serve as a decision-making representative to other organizations.
- 4.2 The Vice-President is the chair of the Grievance, Disciplinary, and Specific Team Request Committees. He or she is also responsible for learning and understanding the functions necessary to take on the president's position.
- 4.3 The Past President must mentor the incoming President in his or her functions in the organization, as well as chair the nomination and election of Executive Officers at each Annual General Meeting. If no Past President is elected, a FSRA member will be designated with the executive approval.
- 4.4 The Secretary's role is to take and publish minutes at meetings and to distribute the agenda for each meeting.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

- 4.5 The Treasurer's role is primarily responsible for maintaining the FSRA's financial records and budget, with the FSMSA.
- 4.6 The Registrar's role is to administer the FSRA's registration program and assist new registrants.
- 4.7 The Ice Allocators role is to administer the ice allocations and ice schedule and serve as a liaison between the FSRA and the city of Fort Saskatchewan.
- 4.8 The Zone 5 Representatives roll is to serve as liaison between the FSRA and Zone 5 Ringette and attend scheduled meetings.
- 4.9 The Referee-in-Chiefs role is to administer the ice officials' program, develop a minor officials program, and represent the FSRA to the Ringette Alberta Officials.
- 4.10 The Fundraising Directors role is responsible for formally developing and administering the FSRA's fundraising program.
- 4.11 The Public Relations role is to ensure the FSRA remains in the public eye and to instituting a program that will ensure greater enrollment.
- 4.12 The Equipment Director role must administer the equipment program, which includes purchasing and maintaining equipment.
- 4.13 The Director of Player/Coach Developments role is responsible for developing the FSRA's athletes as well as ensuring that coaches have the knowledge and tools to be successful.
- 4.14 The Tournament Directors role is to coordinates the annual FSRA tournament.
- 4.15 The MSA Representatives role is the FSRA's liaison to the Fort Saskatchewan Minor Sports Association and is also responsible for attending scheduled meetings.
- 4.16 The Division Coordinators role is to work with Player Coach Development to assist with the evaluation and selection of teams as needed. Elected coordinators will act as a liaison between the assigned divisions and the Association Executive.
- 4.17 The Zone 5 AA Representatives role is the FSRA's liaison with Zone 5 Ringette's AA program. A parent volunteer is assigned by Zone 5 Ringette to attend the FSRA's scheduled meetings during the regular season. This is not a voting position.