



BOARD POSITION DESCRIPTIONS (2023)

PRESIDENT:

- The President is the chief executive officer of the Club.
- The President oversees the affairs of the Club.
- Attends and chairs all monthly board meetings, executive meeting where necessary, planning meeting; ,AGM;
- Speaks on behalf of the Club, unless otherwise designated.
- Represents the Club at all meetings of the CDLA and ALA.
- Provides a yearly report to the membership at the Annual General Meeting
- Has the tie-breaking vote at any Board Meetings or Special or General Meetings.
- The President acts ex officio member of all committees and shall have the right to vote in such committees.
- Has cheque signing authority.
- The President will fill-in in any capacity where needed.
- Executive Member.

VICE-PRESIDENT (#1 - Administration):

- Attends monthly Board meetings, Planning Meeting and AGM;
- Chairs meeting in the absence of the President.
- Is a voting member.
- Carries out duties assigned by the Executive.
- Executive and voting Member.
- Oversees the Director of Coordinators and Equipment Director as well as the following Coordinators:

VICE-PRESIDENT (#2 – Operations):

- Attends monthly Board meetings, Planning Meeting (October) and AGM (November/December).
- Chairs meetings where the President or Vice-President #1 is absent.
- Is a voting member.
- Carries out duties assigned by the Executive.
- Executive and voting Member.
- Oversees the Coach Director, Evaluation Director and Discipline Director.

TREASURER LIAISON:

- Attends monthly Board meetings, Planning Meeting and AGM and any Executive Meetings.
- Reports to Board at the Board Meetings and Annual General Meeting regarding financial statements (prepared by our out-sourced bookkeeper).
- Has cheque signing authority.
- Liaisons with Executive Director as needed
- Carries out other duties as assigned by the Executive
- Prepares draft Budget in association with the Executive Director and any other board member.
- Is a voting member.
- Executive and voting Member.

SECRETARY:

- Attends all Board meetings as well as the Hornets Planning Meeting and AGM and where necessary, Executive Meeting..
- Records Minutes of all meetings and distributes to the Executive Director and President within 4-6 days of the BOD/AGM for review.

- Draft Minutes are distributed to Board for review 2 – 3 weeks prior to next Board Meeting;
- If not being done by the Executive Director, maintains the Minute Book.
- If not being done by the Executive Director, ensures all necessary documents are filed with Corporate Registry.
- Carries out other duties as assigned by the Executive.
- Executive and voting Member.

EQUIPMENT DIRECTOR:

- Attends Board meetings, Planning Meeting and AGM
- Oversees Goalie Gear Coordinator and Jersey Coordinator regarding disbursement (March/April) and collection of equipment (July/August) to and from teams.
- Keeps up-to-date inventory of equipment (Summer and through the year)
- Evaluates the condition of the equipment yearly and makes recommendations to the Board regarding repairs and purchases. (August/September)
- Oversees ordering of equipment/jerseys with the assistance of the Executive Director
- Ensures supplies are provided to Division Coordinators for Tryouts and Evaluations (January)
- Is a voting member.

DISCIPLINE DIRECTOR:

- Liaison between Hornets and CDLA.
- Sits on the Discipline Committee of the CDLA regarding any disciplinary issues throughout the season;
- Handles any internal Hornet disciplinary action.
- Attends Hornets board meetings, Planning Meeting and AGM
- Is a voting member.

COACH DIRECTOR:

- Attends Board Meetings, Planning Meeting (October) and AGM (November/December)
- Organizes all coaches for each age division (March/April).
- Deals with all coaching requests.
- Ensures that all coaches have their appropriate certification. (January-May)
- Keeps accurate records of the coaches, certification in our database.
- Run pre-season Coach Meeting.(March/April)
- Works with Division Coordinators and Coach Coordinators regarding designation of coaches and assistant coaches for the teams.(March/April)
- Acts as contact for coaches and assistant coaches throughout the year.
- Sends out yearend surveys (Players) to coaches and general survey to Parents.(June)
- Vets all coaches with the assistance of the Vice-President 2 and one other Board Member.
- Contacts coaches in September giving them feedback from surveys.
- Forwards all coaching information to the Executive Director and reviews background checks from Executive Director.
- Is a voting member.

EVALUATION DIRECTOR:

- Attends Board meetings, Planning Meeting, AGM and Evaluation Meeting
- Coordinates with Executive Director regarding scheduling of floor time.
- Coordinates with Director of Division Coordinators.
- Oversees Evaluation Prep sessions and Evaluations with the help of Evaluation Committee.
- Attends Meetings with Coordinators (January and February).
- Drafts Evaluation Schedule (November-early January)
- Oversees, with the assistance of the Evaluation Committee, all Tryouts and General Evaluations. (March U11 – U17; and April U7 – U9)
- Is a voting member.

DIRECTOR OF COORDINATORS:

- Attends monthly Board Meetings, Planning Meeting and AGM

- Attends pre-season Division Coordinator Meetings (January and February).
- Liaison between Board and Division Coordinators.
- Provides information from the Board meetings to the Division Coordinators that affect them.
- Brings any issues, questions, etc. from the Division Coordinators to the Board.
- Is a voting Member

PLEASE NOTE: THE AREAS THAT THE TWO VICE-PRESIDENT'S OVERSEE MAY BE ADJUSTED AFTER DISCUSSION WITH THE BOARD.

**** As per the Hornets By-laws, the Board of Directors are to hold a minimum of eight (8) regular Board Meetings per year. Directors need to participate in person or by phone a minimum of 6 Board Meetings. All Board of Directors are to attend or participate by phone at the Planning Meeting in September/October, and AGM in November/December.**