



## **CALGARY HORNETS LACROSSE ASSOCIATION JOB DESCRIPTIONS**

### **Position:**

Equipment Director

### **Authority and Responsibility:**

The Board of Directors is the legal authority for the Calgary Hornets Lacrosse Association ("Calgary Hornets"). As a member of the Board, the Secretary acts in a position of trust for the community and is responsible for the effective governance of the Calgary Hornets.

### **Requirements:**

- \* Commitment to the work of the Calgary Hornets
- \* Willingness to serve on Committees
- \* Attends and chairs monthly board meetings
- \* Attends the Annual General Meeting of the Calgary Hornets or any other special meeting as required to conduct Club business
- \* Support any Calgary Hornet special events

### **Term:**

The Equipment Director is elected by the Calgary Hornets membership at the Annual General Meeting. The Equipment Director serves for a term of two (2) years (unless otherwise adjusted by the Board from time to time) and maybe released at the end of the elected term, by resigning, or according to the Calgary Hornets By-laws.

### **General Duties:**

The Equipment Director is fully informed on organizational matters, and participates in the Calgary Hornets Board's deliberations and decisions in matters of policy, finance, programming, personnel and advocacy.

### **The Equipment Director Must:**

- \* Approve where appropriate, policy and other recommendations received from the Calgary Hornets Boards, its standing committees and Executive
- \* Monitor all Calgary Hornets Policies
- \* Review Calgary Hornets By-laws and policy manuals, and recommend By-laws changes to the membership when applicable
- \* Review Calgary Hornets Board structure, approve changes and prepare necessary By-law amendments
- \* Participate in the development of the Calgary Hornets organizational plan and annual reviews
- \* Approve the hiring and release of any paid position on the Calgary Hornets Board and any pay increase or decrease for paid positions
- \* Assist in developing and maintaining positive relationships among the Calgary Hornets Board,

committees, coaches, managers, membership and the community to enhance the Calgary Hornets Club's mission.

### **Specific Duties:**

- \* Attends all Board meetings as well as the Hornets Planning Meeting, Annual General Meeting (November)
- \* Oversees Goalie Gear Coordinator and Jersey Coordinator regarding their duties; distribution of equipment and return of equipment (no later than September 1)
- \* Keeps up to date records regarding inventory of Club equipment;
- \* Evaluates condition of equipment and makes recommendations to the Board regarding any expenditures for the upcoming season
- \* Obtains names of volunteers to be used at equipment distribution, return and performing inventory
- \* Ensures equipment is cleaned yearly in September
- \* Oversees with the assistance of the Executive Director any ordering and purchases on the Club's behalf
- \* Ensures that Camps, Tryouts, Evaluations and teams have their necessary supplies and ensure it is returned
- \* Carries out other duties as assigned by the Executive
- \* Is a voting member

### **Evaluation:**

The Equipment Director's performance is evaluated annually based on the performance of assigned Board requirements and duties.