



CALGARY HORNETS LACROSSE ASSOCIATION JOB DESCRIPTIONS

Position:

Evaluation 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 Evaluation Director is elected by the Calgary Hornets membership at the Annual General Meeting. The Evaluation 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 Evaluation 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 Evaluation 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)
- * Liaison with the Vice President Technical on matters pertaining to Tryouts and Evaluations
- * Liaison with the Vice President Technical and Coach Director regarding use of coaches during Tryouts and Evaluations
- * Make contact with Junior Teams (December-January) securing them as evaluators for Tryouts and some General Evaluations
- * Oversees Evaluation Coordinators (Technical, etc.) regarding Evaluation Tool
- * Negotiate contract with Evaluation Tool Company (when required)
- * Participates in meeting with Division Coordinators in January regarding Tryouts/Evaluations where required
- * Liaison with the Coach Director and Vice-President Technical in the off season regarding the evaluation drills to ensure they reflect the current needs of the Club
- * Oversees Evaluation Prep Sessions (if doing) with evaluators, floor leads, etc. prior to Evaluations with the assistance of the Evaluation Committee and Evaluation Coordinators
- * Prepares draft schedule for Tryouts and General Evaluations and presents to the Board for review (January-February)
- * Oversees, with the assistance of the Evaluation Coordinators, Evaluation Committee and Age Division Coordinators, all Tryouts and General Evaluations
- * Reviews Evaluation Policy (including missed evaluations, grievance) on a yearly basis and provides any suggestions, comments etc. to the Board regarding any changes for the upcoming season
- * Coordinates with Executive Director regarding scheduling of floor time
- * Provide names of all volunteers used during the Tryouts and Evaluations to Executive Director
- * Provide names of Clubs and funds owed regarding 3rd party evaluators
- * Conduct feedback surveys with parents to identify areas for improvement
- * Contact a yearend meeting with the Evaluations Committee and report back to the Calgary Hornets Board prior to the Planning Meeting
- * Carries out other duties as assigned by the Executive
- * Is a voting member

Evaluation:

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