

Kitchener Ringette Association Board Structure & Major Duties March 2016

President

- Oversee all Board Member Activities and all day to day running of the Association
- Spokesperson, Signing Authority
- Meeting Agenda Setting, Chair of any board meeting proceedings
- Direct Equipment Manager & Player Development Coordinator Key Volunteers
- WRRR Representative, Direct Contact for G&T region coordinator
- Golden Ring Team Member

Vice President	Secretary	Treasurer	Events Coordinator	Provincial Convener	Coaching Director	Regional Convener	Marketing Director	Registrar	Ice Scheduler	Communications Director
<p>-Rules and Discipline Committee</p> <p>-Backup for President on any duties not able to be fulfilled</p> <p>-Direct Ref in Chief, Referee Coordinator & Minor Officials Coordinator</p> <p>- Oversee preparation and update of KRA bylaws as needed. Present the changes to Board as needed</p>	<p>-Create and distribute all Meeting Minutes</p> <p>-Prepare Agenda based on President Input</p> <p>- Direct Bingo Coordinator</p> <p>- Check Cell Phone daily for messages</p> <p>- Distribute any incoming email to KRA Office</p> <p>-Manage Access for Shared Cloud Storage</p> <p>-Keep Key Contact List up to date</p>	<p>-Budget preparation, approval and reporting</p> <p>-Preparation & Submission of all ORA /WRRR Fees</p> <p>-Ref. and Minor Official's payments</p> <p>-Bingo quarterly applications</p> <p>- Cheques for all payment from KRA & has Signing Authority</p> <p>-KRA Annual Survey support</p> <p>-Golden Ring TeamMember</p> <p>- Support application for funding grants</p>	<p>OR</p> <p>-Golden Ring Tournament Co-Chair</p> <p>-Manage Annual Photographs</p> <p>-Player appreciation event coordination</p> <p>-Come Try Ringette</p> <p>- Start-up Weekend coordination</p> <p>-Christmas Parade Float Preparations</p> <p>-Direct Golden Ring Co-Chair Key Volunteer Position</p>	<p>-WORL Representative</p> <p>-Coordinate Player transfers with other Associations</p> <p>- Rep Schedules review</p> <p>-Prepare Recommendations for Provincial Team Applications</p> <p>- Manage Tryout & Selection Process</p> <p>- Ongoing review & Feedback to Provincial Coaches with Coaching Director</p> <p>-Participate in Provincial selection process</p> <p>-Submit "willing to host" applications to WORL</p>	<p>-Coaching recruitment, review &Sept. season kickoff meetings</p> <p>-follow-up support</p> <p>-Coaching and bench staff Development achieved by dates set by ORA</p> <p>-Coaching and bench staff Reviews</p> <p>-Prepare and facilitate Annual KRA Survey</p> <p>-Ongoing Review and Feedback to All coaches with Conveners</p>	<p>-Start up weekend evaluation and create proposed teams for Board and WRRR approval</p> <p>-Ongoing support to coaches and bench staff</p> <p>- WRRR Representative</p> <p>- ongoing review & Feedback to Regional Coaches with Coaching Director</p> <p>-Participate in Regional Coach Selection process</p> <p>-Collect game sheets and submit to G&T</p>	<p>-Work with team Managers and Tournament chairs on marketing & fund raising</p> <p>- Support and signage or banner work required by KRA or Teams</p> <p>-Coordinate advertisements of any functions in KRA</p> <p>-Coordinate and graphic design needs</p>	<p>-Registrations</p> <p>-Tax receipts</p> <p>-Fund-script program</p> <p>-Follow-up on any non payment items</p> <p>-Coordinate player/team TRF submissions</p> <p>-Monitor and manage any postal box items</p> <p>-Golden Ring Team Member</p> <p>- Attend & support Tryouts & startup weekend</p>	<p>-Ice Procurement pre and during the season</p> <p>-Ice Scheduling and rescheduling as needed</p> <p>-Coordinate with coaches and rescheduling activities with other teams</p> <p>-Meeting room Scheduling</p> <p>-Main contact for City of Kitchener for any Facility and rental agreements</p> <p>-Golden Ring Team Member</p>	<p>-Updating website and email as requested by Board of directors</p> <p>- Prepare website for any registration activities or event signups</p> <p>-create a communication environment for teams</p> <p>--Direct Social Media Coordinator Key Volunteer</p> <p>-Training of Team staff on inputs to the web page</p> <p>-help Maintain Ref. & Officials data on web page</p>