

Board of Directors / Committee Job Descriptions

Updated: March 2023
BOARD OF DIRECTORS
JOB DESCRIPTIONS

VOTING DIRECTORS

President

- Preside over all Board meetings
- Ensure all Board members fulfill their obligations
- Ensure a quorum is available for meetings
- Set the date for the AGM each year
- Accept telephone calls and any correspondence on behalf of RRA
- Represent RRA at the monthly LMRL meetings, the LMRL AGM and the AGM of Ringette BC

Vice President

- Assist the president in the execution of RRA business
- Monitors and responds to the President email address, forwards emails to relevant board contacts
- Fulfill the duties of the president in his/her absence
- Train to assume President position for the next term
- Attend all Board meetings
- Is a regular voting member of the Board

2nd Vice President

- Assist other board members with any projects when required
- Attend various meetings when necessary
- Fulfill the duties of the President or 1st Vice President in their absence
- Attend all Board meetings
- Is a regular voting member of the Board

Secretary

- Prepare an agenda for meetings
- Attend all Board meetings
- Record the minutes of these meetings and distribute copies to all Board members before the next regular meeting
- Maintain Association records and files
- Request and maintain a file on CRC's
- Contact Board members to remind them of date and time of upcoming meeting • Arrange bookings for board meetings and AGM
- Attend all Board meetings
- Is a regular voting member of the Board

Treasurer

- Prepare a budget at the start of the season
- Maintain the books for RRA's general and gaming accounts
- Pays memberships fees and other fees to RingetteBC
- Have financial statements prepared at year end

- Pay all approved RRA bills
- Arranges for refunds for player withdrawals
- Monitor the balances of accounts to ensure that RRA does not incur more debits than income
- Apply for gaming funds when applicable
- Attend all Board meetings
- Is a regular voting member of the Board

Ice Allocator

- Provide the LMRL Scheduler with the ice times for game slots
- Arrange ice times with the arenas for free camps, tryouts, etc.
- Advise our referee Allocator of any changes in league games or of any exhibition games
- Allocate team practice ice around league games and gym times
- Have coaches advise of any tournaments they are in, games they have to make up, or practice times they cannot make
- All teams rotate equally through early morning ice.
- As a general rule, the older teams get the later ice and the younger teams get the earlier ice
- Check ice invoice from arenas, ensuring we are billed the correct amount and advise the treasurer in order that this gets paid in a timely manner
- Allocate ice to LMRL for Zone program when applicable
- Coordinate with arenas any additional ice, cancellation of ice at the end of the season, tournament ice etc.
- Set up ice schedule for West Coast Classic Tournament
- Attend all Board meetings
- Is a regular voting member of the Board

Registrar

- Create Season, WCC and Springette registration in RAMP
- Responsible for accurate registration of all players, coaches, managers, Board members and volunteers
- Work in conjunction with the Treasurer to ensure all RRA registration fees are accounted for
 - Ensures age group reflects assigned team
 - Enters all coaches, managers and volunteers into appropriate membership categories
 - Ensures proper insurance coverage for all players
- Works in conjunction with the Treasurer to ensure RAMP/RingetteBC fees are paid in time
- Works with players for funding options
- Investigates some refunds and provides families with rationale when accepted, or if denied
 - In conjunction with the Treasurer provides refunds to players
- Keep an updated registration list in divisions for the use of the coaches and Board members
- Provides updated team rosters for tournaments
- Provide Richmond Arena with our membership list
- Ensure all members are properly registered with RingetteBC and Ringette Canada by the dates given each year
- Collect uniform deposits from registrar and hold for Equipment Manager

- Attend all Board meetings
- Is a regular voting member of the Board

Referee in Chief

- Select referees for the season
- Recruit new referees
- Monitor new referees by attending some of their games
- Obtain the names of all referees available for the season from the Referee in Chief of LMRL • Obtain schedule from LMRL for preliminary /league play and then assign referees to home games
- Schedule referees for West Coast Classic (TBD)
- Attend all Board meetings
- Is a regular voting member of the Board

Head Coach

- Maintain an up-to-date coach's applications file (levels etc)
- Ensure all coaches are notified of coaching courses dates, tournaments, etc.
 - If necessary, form a committee to choose the coaches
- Help coordinate player evaluations and team selections
- Monitor league play, aiding coaches with problems as required
- Act as liaison between coaches and the Board
- Ensure all coaches are aware of RingetteBC regulations for league and tournament play (levels of certification required, number of team staff allowed/required on the bench etc.)
 - Provide assistance to Division Manager
- Obtain Criminal Record Checks for all coaches and team staff
- Attend all Board meetings
- Is a regular voting member of the Board

Equipment Manager

- Maintain an inventory of ringette uniforms and equipment
- Distribute the uniforms and equipment to teams at the beginning of the season
- Responsible for purchasing additional uniforms and equipment as required
- Arrange for repair of damaged equipment
- Monitor the storage facility
- Distribute sponsor bars to teams as sponsors are identified
- Coordinate the return of uniforms and equipment at the end of the season
- Attend all Board meetings
- Is a regular voting member of the Board

Tournament Director

- Coordinate Tournament dates
- Ensure the tournament is sanctioned by RingetteBC (follow RingetteBC tournament guidelines)
- Organize and chair a tournament committee to coordinate the following jobs:
- Arrange for ice required to run the tournament
- Develop and maintain budget
- Advertise the tournament (if applicable) in cooperation with the promotions director • Format and distribute tournament registration forms with Registrar
- Organize the tournament raffle draws and 50/50 draws

- Attend all Board meetings
- Is a regular voting member of the Board

Player Development

- Setup power skating and drill sessions for RRA. Can work with other associations if need be.
- Get older players involved with helping out the younger players at said camps/sessions
- Attend all Board meetings
- Is a regular voting member of the Board

Sponsorship

- Liaise with team managers to keep a list of team fundraising activities so as to avoid conflict
- Approach past and potential team sponsors for continued or future sponsorship
- Assure that teams have sponsor bars on jerseys, encouraging teams to send in newspaper articles mentioning their team sponsors.
- Assure sponsor plaques/photos are delivered by to the sponsors within a reasonable time frame along with a thank you letter.
- Attend all Board meetings
- Is a regular voting member of the Board

Promotions

- Compile articles on behalf of teams to distribute to local newspapers for publishing
- Organize erection of registration signage with Members-at-Large
- Organize Bring-a-Friend, Come Try Ringette events, and other promotional events such as City Works Yard Open House,
- Coordinate volunteers for Come Try Ringette and other promotional events
- Create fundraising initiatives and execute with Members-at-Large
- Attend all Board meetings
- Is a regular voting member of the Board

Member-at-Large (maximum of 3 positions)

- Help the free camp committee with the camp and used equipment table
- Organize a ringette float for the Salmon Festival parade
- Assist other Board members in their tasks as required, such as: Help the Registrar compose an information pamphlet for Ringette advertising
- Take on jobs at Richmond tournaments, etc
- Help with the erection of registration signage
- Help Promotions at and distribute promotional pamphlets at Come Try Ringette events
- Organize photo night for RRA
- If we do not have a fundraising person - Send out letters to previous sponsors and maintain a file. Ensure that team photos are handed out when money is received.
- Send thank you letters. (as per bullets 3,4,5)
- Attend all Board meetings
- Is a regular voting member of the Board

NON-VOTING COMMITTEE CHAIRS

Division Manager

- Obtain tiering forms for assigned division
- Attend as many games as possible, to determine if teams have tiered correctly (can use others to help watch games)
- Attend tiering meeting with coaches to determine divisions
- Act as a liaison between coaches in your division to settle disputes arising during the season • President and Head Coach to provide assistance

Website Coordinator

- Maintain website content
- Update website as required
- Create new web pages, events
- Update social media accounts to promote ringette, events, and thank sponsors
- Ensure yearly fees are paid to website vendor
- Coordinate and execute email/website campaigns as necessary to promote annual registration, springette, events, come try ringette, tournaments, etc.
- Is responsible for the organization and maintenance of the on-line association documentation storage area

RACA

- As an Associate Member of Richmond Arenas Community Association, Richmond Ringette Association appoints two representatives to serve as directors on the RACA Board of Directors. • Attend RACA meetings
- Join an arena subcommittee
- More info: <http://www.richmondarenas.ca/>
- The purpose of RACA:
 - Maintain and foster ongoing relationship among members and representatives of City of Richmond concerning use and operation of Richmond Arenas
 - Assist in promotion of adequate arena facilities for use by Richmond residents ○
 - Raise funds for purpose of improving the programs and facilities of Richmond arenas ○
 - Increase public awareness of and participation in programs at Richmond arenas by Richmond residents
 - Participate in organization of programming at and utilization of Richmond arenas

Tournament Coordinator (2 positions)

- Assist Tournament Director as required