

NWVRA Board of Director Positions General Descriptions – 2019/20 Season

Note: Positions may be shared but only one representative shall vote at monthly Board meetings. Each Board position carries only one vote at meetings of the Board of Directors.

President

- Preside over all executive meetings
- Prepare an agenda for meetings
- Ensure all executive 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 the Association
- Represent the North West Vancouver Ringette Association at monthly Lower Mainland Ringette League meetings, the LMRL AGM and the Annual General Meeting of the Ringette BC

Past- President

- Chair Nominations Committee
- Lend knowledge, experience and support to the Board of Directors
- Regularly attend executive meetings
- Is a regular voting member of the Board of Directors for 1 year post-Presidency

Vice President

- Assist the president in the execution of Association business
- Request and maintain a file on criminal record checks for Board of Directors, coaches, managers and others in positions of trust in the Association
- Manage volunteer duties at association level, communicate to members when volunteers are needed, and track volunteer hours (unless we recruit a Volunteer Coordinator)
- Conduct association's annual member survey and share findings back with the executive
- Ensure that the Operating Procedures remain relevant and up-to-date
- Fulfill the duties of the President in the President's absence
- Trains to assume President position for the next term
- Assist other board members with projects when required
- Attend all executive meetings and various other meetings when necessary
- Is a regular voting member of the Board of Directors

Secretary

- Record the minutes of these meetings and distribute copies to all executive members before the next regular meeting
- Maintain Association records and files
- Contact executive members to remind them of date and time of upcoming meeting
- Arrange bookings for board meetings and AGM
- Organize and maintain the on-line association documentation and forms in collaboration with the Website Coordinator
- Attend all executive meetings
- Is a regular voting member of the Board of Directors

Treasurer

- Prepare a budget at the start of the season
- Maintain the books for the North West Vancouver Ringette Association general and gaming accounts
- Pay memberships fees and other fees to Ringette BC
- Have financial statements prepared at year end
- Pay all approved association bills
- Arrange for refunds for player withdrawals
- Monitor the balances of accounts to ensure that the Association does not incur more debits than income
- Apply for gaming funds when applicable
- Collects uniform & volunteer deposits from teams
- Provides referee funds and fund reimbursements
- Attend all executive meetings
- Is a regular voting member of the Board of Directors
-

Registrar

- Responsible for accurate registration of all association players, coaches, managers, executive members and volunteers
- Ensures all association registration fees are accounted for, as well as ensuring insurance is provided for all members.
- Ensures Registration are correctly entered in Karelo
- 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 Karelo/ Ringette BC 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
- Coordinates the communication of registration procedures to the membership with support of the Website Coordinator
- Keeps updated registration lists & rosters for the use of the managers, coaches and executive members
- Works with Managers Coordinator to populate teams in Team Snap with all new players
- Ensure all members are properly registered with Ringette BC and Ringette Canada by the dates given each year
- Attends all executive meetings
- Is a regular voting member of the Board of Directors

Ice Scheduler

- 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 would get the later ice and the younger teams get the earlier ice (in the evenings). The opposite is true for early morning 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
- Coordinate with arenas any additional ice, cancellation of ice at the end of the season, tournament ice etc.
- Attend all executive meetings
- Is a regular voting member of the Board of Directors

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
- Document games worked by individual referees
- Review referee placement tracking sheets to reconcile with payments made to referees.
- Attend all executive meetings
- Is a regular voting member of the Board of Directors

Director of Player Development

- Setup goalie training, power skating and drill sessions for our association in consultation with ice scheduler. Can work with other associations if need be.
- Develop dry-land development/training opportunities for players
- Ensure that development opportunities are made equally available to all interested players
- Enter development events and details in Team Snap for communication to appropriate players/teams
- Get older players involved with helping out the younger players at said camps/sessions
- Attend all executive meetings
- Is a regular voting member of the Board of Directors

Director of Coaches

- Recruit and select coaches for the season in consultation with the executive
- Organize and run the start-of-season coaches meeting
- Maintain an up to date coaches files (levels, certifications, etc.)
- Work with Promotions to order coaches jackets for all certified bench staff
- Ensure all coaches are notified of coaching courses dates, tournaments, etc.
- Help coordinate player evaluations and team selections
- Monitor league play, aiding coaches with problems as required
- Act as liaison between coaches and the executive
- Ensure all coaches are aware of LMRL and Ringette BC regulations for league and tournament play (levels of certification required, number of team staff allowed/required on the bench, team call-up policies and procedures, etc.)
- Obtain Criminal Record Checks for all coaches and team staff – forward to the VP
- Obtain tiering forms for assigned division
- Attend tiering meeting with coaches to determine divisions
- Attend as many games as possible, to determine if teams have tiered correctly (can use others to help watch games)
- Act as a liaison between coaches in your division to settle disputes arising during the season
- Arrange for trophies to be made for Bunnies, as well as coaches choice award plaques and certificates for year-end banquet
- Attend all executive meetings
- Is a regular voting member of the Board of Directors

Director of Promotions – replaced with the following positions:

Director of Marketing and Communications –coordinates our advertising and media outreach (ads, signs, posters, trophy cases, newspapers, social media (FB, Instagram), swag via URStore, etc.). This

Director is a member of the Promotions & Fundraising Working Group and is a regular voting member of the Board of Directors.

Director of Fundraising and Events - plans and executes the association's fundraising events for the season, as well as coordinates events such as the annual banquet and the holiday family skate. This Director is a member of the Promotions & Fundraising Working Group and is a regular voting member of the Board of Directors.

Come Try Ringette Coordinator – plans and executes the association's Come Try Ringette Events, including advertising and volunteer coordination. This Director is a member of the Promotions & Fundraising Working Group and is a regular voting member of the Board of Directors.

Website Coordinator

- Maintain website content
- Update website as required
- Create new web pages
- Work with treasurer to ensure yearly fees are paid to website vendor
- Post annual registration and associations events, come-try-ringette sessions, tournaments, etc. to the association website
- This Director is a member of the Promotions & Fundraising Working Group and is a regular voting member of the Board of Directors.

Managers' Coordinator

- Prepare/update manager binders
- Run start-of-season manager's informational meeting
- Maintain manager's contact list for all NWVRA teams
- Ensure that all managers have completed and passed Criminal Record Checks and Manager Certification program
- Provide information and support to managers about tournaments, procedures, and team duties
- Share information back to the Executive from the perspective of Managers to assist in improving the association and the experience of players and parents
- Help Treasurer to get referee funds into the hands of the managers
- Help Equipment and Uniforms coordinator in getting supplies to and from teams
- Regularly attend executive meetings
- Is a regular voting member of the Board of Directors

Director of Player Evaluations – coordinates player evaluations at the start of the season and as new players join the association through the season. Submits player evaluation results to the Team Formation Working Group and is a regular voting member of the Board of Directors. This is a new role in light of mandated evaluations by the LMRL.

Equipment & Uniforms 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
- Coordinate the return of uniforms and equipment at the end of the season
- Regularly attend executive meetings
- Is a regular voting member of the Board of Directors

Volunteer Coordinator

- Maintain master volunteer duties list at association level
- Communicate to members when volunteers are needed (via Team Snap)
- Track volunteer hours and communicate with team managers in regard to volunteer deposits
- Regularly attend executive meetings
- Is a regular voting member of the Board of Directors