

## **DUTIES and RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

### **The President:**

- May delegate certain duties to the Vice President or to other members of the Executive Committee, but responsibility for the performance of these duties remains with the President.
- Maintain communication with Directors and Coordinators to address concerns.
- Initiate and co-chair Directors meetings.
- Shall be signatory with bank of business.

### **The Vice President:**

- May be called upon at any time to assume temporarily the off of the President.
- Assist Directors and Coordinators with tasks associated in the duties of the organization.
- Shall be signatory with bank of business.

### **The Secretary:**

- Attend all Executive meetings and shall record an accurate account of all business transactions.
- Create/copy agenda, schedules and records.
- Create/maintain master contact list for House League and Team(s) for blanket notices.
- Distribute notices, forms (general team paperwork).
- Shall be signatory with bank of business.

### **The Treasurer:**

- Receives all monies and disburses them as designated in the By-Laws, or as authorized by the Association.
- Keep an official treasurer book in which all receipts and expenditures are recorded.
- Shall submit a report showing the receipts, disbursements and balance on hand at the Directors and regular Association meetings.
- Distribute receipts for cash payments and to sponsors.
- Be a signatory with the bank of business.
- Provide accounts and books to be examined by an Auditor at year end.
- Coordinate with Referee Coordinator to ensure checks are available for the referees at each home game.

### **Registrar**

- Attend registration dates, compile information for input to BCAHA.
- Contact BCAHA if team registration issues arise.
- Maintain online registration and website compatibility.

### **House League Coordinator**

- Organize registered players onto teams; secure a team leader and safety person for each team.
- Create and distribute a House League schedule to the members.
- Distribute team jerseys, pucks and locks for each team.
- Create practice schedule and/or arrange for a coach to run the practices.
- Develop a waitlist/sublist for players willing to attend extra games.
- Contact out of town teams.
- Monitor the operation of the House League. Maintain weekly contact with the teams and bring any concerns to the Directors meetings.
- Communicate changes/amendments to Team Leaders.

**Team Scheduler(s)**

- Attend Nanaimo Users meetings.
- Coordinate with other Island teams to schedule home and away games.
- Develop and distribute a season game schedule (with support of the secretary).
- Communicate all relevant travel info: arena location, rendezvous times and carpooling.
- Devise a system to establish a roster for each game and communicate that to coaches and players.
- Arrange substitutes for Team roster and determine Team waitlist priority order based on attendance for games with more than 10 available players.
- Communicate changes amendments to coaches and players.
- Notify teams for away games at least 2 days in advance if there are not enough players to field a team.
- Create and maintain waitlists for players willing to play extra games.
- Monitor attendance of Team players.

**Nominating Coordinator**

- Shall encourage and recruit members throughout the season and establish for a full slate of candidates for election to the Board of Directors.

**Fundraising Coordinator**

- Shall determine fundraising needs and work with a committee to establish specific events and disbursement of monies raised. A plan will be presented to the Board of Directors, voted on and requiring a majority approval.
- Apply for a gaming license for fundraising events.
- Notify all registered players of the activity.
- Provide a financial statement showing costs and monies made.

**Team Representative**

- Distribute information from the executive
- Report team concerns to a member of the Executive
- Encourage team commitment