

Executive Roles & Responsibilities



President

To convene and facilitate the smooth operations of the association, in collaboration with Executive Committee members.

Responsibilities:

- ✚ Initiate and ensure all league operational matters are appropriately managed
- ✚ Chair and coordinate league meetings; includes soliciting and tabling of motions and other matters for membership consideration
- ✚ Keep team captain's apprised of league operations and communicate with the membership as required
- ✚ Be a primary point of contact for league promotions, issues and concerns
- ✚ Be the primary point of contact for referee services
- ✚ In conjunction with the Treasurer, approve all contractual relationships with service providers/suppliers
- ✚ Co-sign on all financial transactions

Treasurer

To manage all association financial affairs.

Responsibilities:

- ✚ Be the primary point of contact for permit arrangements
- ✚ Be the primary point of contact with the leagues financial institution
- ✚ Initiate and co-sign on all financial transactions including, but not limited to: fees collection and deposit, permit payments, referee payments, prize payments, etc.
- ✚ Prepare financial statements and report on financial position as required
- ✚ Securely maintain all financial records

Secretary

To manage all association administrative affairs.

Responsibilities:

- ✚ In conjunction with the President, coordinate all league meetings
- ✚ Prepare the Captain's Information Kit (i.e. Constitution, Operational Manual, Waiver Forms, etc.) for annual distribution in advance of season start-up
- ✚ Take and distribute meeting notes/minutes
- ✚ Securely maintain all administrative records (i.e. team waivers, constitution, operational manual, etc.)



Vice President – Scheduling & Statistics

To prepare, post all league schedules and statistics and to maintain the league's website.

Responsibilities:

- ✚ Prepare and distribute score sheets, ensuring all are collected and securely maintained
- ✚ Calculate and track weekly statistics
- ✚ Update website with schedules, results and/information as needed
- ✚ Be the primary point of contact for website management related inquiries
- ✚ Coordinate and communicate play-off process and schedules

Vice President – Equipment

To ensure required equipment is available, adequately maintained and appropriately stored.

Responsibilities:

- ✚ Be a primary point of contact with school care-takers and/or school administrative staff
- ✚ Source and negotiate equipment options and pricing for Executive Committee consideration, as required
- ✚ Ensure equipment box is unlocked/locked with each night of play
- ✚ Periodically inspect equipment to ensure readiness and availability for league operations; arrange for repairs/replacements as required
- ✚ Distribute balls to team captain's

Member-At-Large (2)

To assist Executive Committee members with league activities as required.

Responsibilities:

- ✚ Be available to collect score-sheets and transmit results to the Vice President, Scheduling & Statistics as requested
- ✚ In the absence of the Vice President, Equipment, be available to unlock/lock the equipment box with each night of play; ensure all league equipment is appropriately stored
- ✚ In the absence of Executive Committee members, promptly communicate issues/concerns that your become aware of

Head Referee

To source, manage and communicate league requirements to a team of officials.

Responsibilities:

- ✚ Ensure four referees are available to officiate for each night of scheduled play
- ✚ Handle and distribute referee payments
- ✚ Liaise with the President, advising of any issues/concerns that may arise in the course of play