



BOARD OF DIRECTORS JOB DESCRIPTIONS

PRESIDENT

The President of the Delta Ringette Association (DRA) is responsible for the overall direction and supervision of all activities associated with the association and shall exercise authority through the Board of Directors as provided in the DRA Constitution and Bylaws. This position is a 2 yr. term elected in years evenly divisible by two. Without limiting the generality of the duties outlined in the Bylaws, the President shall:

- Chair all Board of Directors and General Meetings with the exception of the AGM elections. At this time a person will be selected by the directors to chair the elections.
- Sit as an ex-officio member of all committees.
- Attend, or designate someone to attend, all meetings held within the Lower Mainland Ringette League (LMRL) and relay to the Board of Directors the proceedings of such meetings.
- Act as the official spokesperson for the DRA.
- Liaison between DRA, LMRL and Ringette BC (RBC).
- Ensure that all DRA, LMRL and RBC Constitution and Bylaws, Policies, Rules and Regulations, or any other decision of the Board of Directors is being followed by its members. If not, the President will take immediate steps to inform the Board of Directors, and follow through with any recommendations from the Board.
- Keep the Board of Directors up-to-date with any correspondence received.
- Work closely with the Treasurer and will have signing authority.
- Work closely with the Vice President, keeping the VP informed in case the President should be absent for any reason.
- Communicate with parents and players in a public relations role; be available to answer questions from members of the Association.
- In the absence of the President the Vice President will substitute and assume the duty of the President.

Vice President

The Vice President is the second member of the Board of Directors and is required to assist the President so that he/she is prepared to substitute for and assume the duties and responsibilities of the President in the event of his/her absence. This position is a 2 yr. term elected in years not evenly divisible by two. As per the Bylaws, this is an officer position. Without limiting the generality of the foregoing, the Vice President shall:

- Attend all Board of Director meetings and any other meeting as directed by the President.
- In the absence of the President, Chair Board of Directors meetings.
- Perform such other duties as the President may direct.
- Assist other Board of Director's with duties assigned from time-to-time.
- Monitor all functions and activities of the DRA.
- Oversee evaluation and team placement process.
- Manage all aspects of Team Photos and ensure information is communicated.
- Ensure changes to RBC and LMRL policy that supersede DRA policy are reflected in DRA policy by suggesting changes to the DRA policy manual.

TREASURER

This position is a 2 year term elected in years evenly divisible by two. As per the Bylaws, this is an officer position. Without limiting the generality of the duties outlined in the Bylaws, the Treasurer shall:

- Accurate Accounting Records
 - Keep the financial records necessary, including books of accounts in the Association's



- approved accounting software, in compliance with the Societies Act.
- Expected to be at each meeting of the Board of Directors; if unable to attend, to arrange for updated financials to be presented (current Statement of Financial Position, Statement of Operations and Bank Reconciliations).
- Present annual comparative Financial Statements and the Board approved budget at the Annual General Meeting.
- Grant Applications and Gaming Licenses
 - Prior to the May 31st cutoff, prepare the Community Gaming Grant application and required supporting material, reviewed and co-signed by the President.
 - File annual GASR (Gaming Account Summary Report) and GERR's (Gaming Event Revenue Reports) to the appropriate authorities.
- Payments/Deposits
 - To ensure proper segregation of duties, the Treasurer should not sign or make deposits other than in unusual circumstances. Directors should not pay suppliers directly.
 - Ensure separate bank accounts are maintained for general and gaming funds.
 - Arrange for changes in signing authority at bank after each election to ensure the four officers of the DRA have cheque-signing/online payment approval authority.
 - Ensure all payments of expenditures have appropriate backup prior to payment.
 - Each month, with Ice Scheduler, confirm accuracy of ice contract and arrange payment.
 - Each month after receiving details from Director of Officials and arrange payment.
 - After receiving details from Registrar, balance to registration listing and arrange payment of RBC fee invoices and per payment schedule set by RBC.
 - Make all other payments required for advertising, supplies, dues, etc.
 - Verify that all deposits are made into the accounts of the Association.
 - Coordinate with Registrar for timely deposit of registration payments/installments.
- Fundraising & Tournament Committees
 - Provide support for fundraising and tournament committees.
 - Provide cash floats for required events.
 - Arrange to pay all expenses incurred as a result of events.
 - Coordinate for receipt of all deposits and ensure appropriate cash controls are in place.
- Records Management/History - Keep all DRA records according to the Retention of Records Guidelines.

SECRETARY

This position is a 2 year term elected in years not evenly divisible by two. As per the Bylaws, this is an officer position. Without limiting the generality of the duties outlined in the Bylaws, the Secretary shall:

- Record and Maintain Meeting Minutes & Agendas
 - Creates and distributes agenda for each monthly meeting.
 - Expected to be at each meeting of the Board of Directors. If not able to attend a meeting, must prearrange with another board member, who will be in attendance, to take the minutes.
 - Record minutes, as per Roberts Rules of Order, and send to the Board of Directors within two weeks of a meeting. If someone else is taking the minutes, it is still the responsibility of the Secretary to make sure these minutes are circulated in a timely manner.
 - Have a copy of the previous meetings minutes on hand at each meeting for approval by the Board. No unapproved minutes will be made public or posted on the website.
 - Enter into the minutes any motions that may have been made via email.
 - The Secretary keeps all previous minutes. These minutes should be available at each meeting for reference.



- Record and Post Draft AGM minutes to website for membership viewing after each AGM.
- Update Policies and Procedures Manual
 - Whenever there is a motion by the Board to adopt a new Policy or amend a current Policy, it is the Secretary's responsibility to add the new or amended Policy to the Policy and Procedures Manual and send a PDF digital copy to be posted on the website.
 - The Policy and Procedures Manual should be present at all meetings for reference.
- Work closely with President/Vice President - Maintain a close working relationship with Executive; in their absence the Executive may ask the Secretary to chair a meeting.
- Signing Authority - In the absence of the Treasurer or the President, will have signing authority.
- Update Forms and other Information
 - Maintain an up-to-date list of Board of Directors with contact information; update and circulate to the incoming Board of Directors after the Annual General Meeting.
 - Work closely with the Board to keep forms and information up-to-date, such as registration forms and website information.
 - Confirm volunteer hours with Registrar and Promotions Manager and provide letters if requested.
- Annual General Meeting (AGM) - See "Preparing for the AGM" for a complete description of the duties of organizing the AGM. The Secretary will work closely with the Chair of the AGM following these guidelines.
- Meeting Location – The secretary shall arrange for meeting room space.
- Society Act - File "Annual Report" (with payment) after AGM listing directors and AGM date.

REGISTRAR

This position is a 2 year term elected in years evenly divisible by two. Without limiting the generality of the duties outlined in the Bylaws, the Registrar shall:

- Coordinate player registration.
- Ensure all registration information is accurate and complete.
- Update Registration Form and all information on website after AGM.
- Collect all registration fees and coordinate deposits with Treasurer.
- Monitor any unpaid registrations.
- Administer Refund Policy.
- Provide information for team formation - Provide team lists to the Director of Coaching for proper team placement.
- Distribution of team information to Coaches and Managers - Email final team roster from Karelo to each team coach and manager at season start.
- Register all players, bench staff, referees, and volunteers with RBC – This includes Inputting required information into RBC database "Karelo".
- Coordinate fees payable to RBC and LMRL - in conjunction with the Treasurer, make sure all fees are paid in a timely manner to RBC and LMRL.
- Maintain all confidential athlete and volunteer information.
- Collect and file in a secure location all documentation to including:
 - registration forms
 - codes of conduct
 - jersey deposits
 - fundraising deposits
- Attend all Board of Directors meetings.



DIRECTOR OF ICE SCHEDULING

This position is a 2 year term elected in years not evenly divisible by two. Without limiting the generality of the duties outlined in the Bylaws, the Director of Ice Scheduling shall:

- Ensure that all DRA games, practices, tournaments and clinics requiring ice are scheduled in a timely fashion.
- Coordinate with the arenas to purchase DRA ice for the season.
- Act as liaison between DRA and the arenas.
- Sell any ice not required by DRA.
- Work closely with the Treasurer regarding billings for ice. This includes giving the treasurer the ice contract numbers and the amount owed on each contract for each month of the season, so DRA can pay for ice time.
- Make up a schedule of practice times for teams at least once a month. This practice schedule shall take into account, season start, fall and winter Games as managed by the LMRL Ice Scheduler.
- Communicate with Team Managers regarding:
 - Practice times and any cancellation or rescheduling of ice.
 - Extra ice if available.
- Monitor LMRL and DRA website schedules for accuracy and report any errors.
- Attend all Board of Directors meetings.
- Work closely with the Director of Officials to ensure changes in game locations and times are passed onto referees.

DIRECTOR OF COACHING

This position is a 2 year term elected in years evenly divisible by two. The Director of Coaching is an important role within the DRA, ensuring that knowledgeable certified coaches coach each team. The role requires significant time during the last few weeks of August through the entire month of September. Without limiting the generality of the duties outlined in the Bylaws, the Director of Coaching shall:

- Oversee Coaching/Bench Staff recruitment and selection in according with DRA policies.
- Ensure all Bench Staff have required credentials according to the latest RBC policies including completed Criminal Record Checks.
- Arrange required training/certification needed for any new Bench Staff.
- Meet with Coaches before the start of each season, and throughout the season as required, to advise on rules, regulations and policies of DRA, LMRL and BCRA.
- Working closely with the Registrar, maintain contact information and records of each teams Bench Staff.
- Shall represent Bench Staff in all matters pertaining to suspensions or expulsions, and report accordingly to the Board of Directors.
- Organize and oversee player evaluations.
- Work with Registrar to make team formation recommendations to the Board of Directors.
- Be available for new coaches to assist in skills development.
- Make sure each Coach is well informed of the RBC Tiering process.
- Evaluate Coaches to establish the need for additional training.
- Communicate with Bench Staff any information required to attend provincial tournaments.
- Assist with other committees when required.
- Attend all Board of Directors meetings.



DIRECTOR OF OFFICIALS

This position is a 2 year term elected in years not evenly divisible by two. The primary role the Director of Officials is to arrange for adequately qualified referees to officiate at all home games in which a DRA team is participating. Other responsibilities include the following:

- Schedules/Cancel qualified Referees for all LMRL games scheduled on DRA ice.
- Recruits new referees to become certified so that we continue to build our own base of Referees.
- Ensure current referees attend Refresher Clinics as sanctioned by RBC.
- Encourage existing referees to continue to upgrade their level of certification.
- Provides Treasurer with detailed billing information for home ice costs and referee payments.
- Responsible to arrange for continued referee development upon completion of official Referee Clinic.
- Arranges for referee evaluations and feedback.
- Work with RBC to offer Referee Clinics in DRA which would be open to all of LMRL.
- Represent the Association in dealing with other Ringette Associations regarding Officiating issues, specifically where there has been a complaint registered against a player, bench staff or parent from DRA, and bring such a complaint to the attention of the DRA immediately.
- Work closely with Director of Ice Scheduling to ensure all DRA games have qualified referees.
- Attend all Board of Directors meetings.

DIRECTOR OF PROMOTIONS

This position is a 2 year term elected in years evenly divisible by two.

- General promotional duties
 - Expected to be at the regular Board of Director meetings and when required have prepared info on any of the below duties that might require discussion.
 - Work closely with registrar to track volunteer hours.
- Media Relations:
 - Coordinate advertising. For example Delta Leisure Guide, local paper - event flyers - radio - community news etc.
 - Find as many outlets as possible to promote Ringette.
 - Update Social media sites ie. Facebook Twitter and Instagram.
- Update Public Ringette Areas:
 - Work with the Webmaster to ensure all info is current and updated for events.
 - Ensure all signs at rinks and in the community promoting Ringette are accurate.
 - Update the Trophy Cases in Ladner Leisure Centre and Sungod Recreation Centre.
- Come Try Ringette:
 - Ensure that Come Try Ringette gets as much exposure as possible - signage in the rinks a few times a year when they do the community event days.
 - Look after the Come Try Ringette Signage.
 - Coordinate the Come Try Ringette Days.
- Public Event Participation: Organize Delta Ringette's participation in community events that our association may benefit from. Once identified it becomes your responsibility to coordinate how it happens. Some examples might include: Parades, May Days, SunFest etc.
- Sub-Committees as they pertain to Direction of Promotions: Acquire Parent Volunteers early in the season to assist with Sub-Committees and Promotions ie. Come Try Ringette.



DIRECTOR OF FUNDRAISING

This director position is a 2 year term elected in years not evenly divisible by two.

- Coordinate fundraising events and give information to members.
- Coordinate sponsorship program.
- Attend all Board of Directors meetings.

EQUIPMENT MANAGER

This director position is a 2 year term elected in years evenly divisible by two. The position of Equipment Manager is the general supervision of the equipment assets of the Association.

- Maintain a complete and accurate accounting of all equipment.
- Perform an inventory of all equipment in September and again in April.
- Keep DRA Ringette Equipment Rooms stocked and organized.
- Make recommendations to the Board for any equipment purchases, including jerseys, goalie equipment, rings, first aid kits, cones, game sheets etc.
- Obtain input regarding equipment needs from Director of Coaching.
- Ensure all team kits are ready for distribution to teams by first week of September:
 - Team equipment kit: white jerseys and dark jerseys, rings (1.5 per player and 6 for goalie), goalie equipment, first aid kits and game sheets.
- Assign goalie equipment, as required, to each team: stick, goalie pads, chest protector, blocker, free hand glove.
- Record in detail what has been given to each team.
- Ensure all equipment is in acceptable condition throughout the year.
- During the season maintain the equipment room in an organized state.
- At season end collect all team kits loaned out at season start.
- Returned equipment should be clean and in repaired state; jerseys should have name bars removed.
- Place in Sungod lock-up and hang up jerseys and take goalie equipment out of bags for the summer.
- Attend all Board of Directors meetings.

DIRECTOR OF ATHLETE DEVELOPMENT

This position is a 2 year term elected in years not evenly divisible by two.

- Coordinate and manage player development events (such as power skating, goalie clinics, conditioning camps etc.) for DRA members.
- Promote the events and ensure all members of DRA are notified and given information on the events.
- Monitor the events and ensure that the members of the association are getting the needs of our players met and that the instruction is suitable to the player's age, skating level and skill level.
- Report back to the Board of Directors on the progress and outcome of these events.
- Attend all Board of Directors meetings.

DIRECTOR OF TOURNAMENTS

This position is a 2 yr. term elected in years evenly divisible by two.

- Responsible for the successful organization and management of all DRA Tournaments.
- Recruit and appoint volunteers to fill all Tournament roles.
- Schedule and chair tournament meetings.
- Support volunteers to ensure all roles are being performed well and within budget.
- Attend all Board of Directors meetings.



WEBMASTER

This director position is a 2 yr. term elected in years not evenly divisible by two.

- Responsible for all aspects of the DRA Website.
- This shall include recommending and implementing changes to the website from time to time as directed by the board.
- Shall work closely with other members of the board to ensure the membership is kept informed in a timely manner.
- Attend all Board of director meetings.

PAST PRESIDENT

The Past President gains his/her position by succession and they shall hold their position for one year immediately following the election or appointment of a new President. The Past President is a source of guidance to the President and the Board of Directors on matters relating to the past conduct of business of the DRA. They shall:

- Provide advice to the President and the Board of Directors, taking care not to interfere with the incumbent's responsibilities to direct the operation of the Association.
- May perform other duties on the Board of Directors, including accepting appointment to a vacant executive position, as required.
- Performs such other duties as the President may request.
- Attend all Board of Director meetings.

