

DUTIES OF EXECUTIVE (April 2008)

President:

1. shall preside at all general meeting and executive meetings of the Association
2. shall supervise all the affairs of the Association and shall be primarily responsible for the development and maintenance of the program of the Association.
3. If the President is unable to carry out his/her duties, the Vice President will do so.
4. Acts as Liaison to the Vancouver Island Youth Field Lacrosse Commission and establishing and acting as a liaison to other Associations.
5. shall provide a report at the AGM.

Past President:

1. shall act a liaison person between the previous and current executive, maintaining the continuity of the executive.
2. shall carry out other duties as assigned by the President and or executive.

Vice President:

1. Is responsible for public relations, promotions and communications for the Association's affairs.
2. Is responsible for volunteer management, acting as the liaison to the Vancouver Island Youth Field Lacrosse Commission and establishing and acting as a liaison to other associations.
3. Will act in place of the President if he/she is unable to carry out his/her duties.

Treasurer:

1. shall receive all monies paid into the Association and to deposit the same in a bank designated by the Executive
2. shall present all bills or claims against the Association to the executive and see the same are promptly paid.
3. shall collect all dues, fees or monies owing to the Association and to give receipts therefore.
4. shall keep an accurate record of all monies received and disbursed.
5. shall develop and present to the Executive at monthly meetings current income statement and balance sheet.
6. shall be part of the approval process for spending.

7. shall develop a budget prior to passing account to next treasurer
8. create financial statement for AGM.
9. apply for gaming funds (Direct Access Grants, including small capital grants (less than \$20,000, due May 31 and Capital Project Grants, review eligibility requirements and review with the board if an application is applicable, due Nov 30).
10. File annual report in order to be eligible for gaming monies
11. Consider other fundraising (excluding sponsorships).

Secretary:

1. Is responsible to attend and record minutes of all Executive meetings and the Annual General Meeting.
2. Ensuring executive meeting minutes have an “action” placed when there is follow up required with an issue or concern.
3. Is responsible for collecting, filing and distributing pertinent information relating to association activities.
4. shall review the Constitution, by-laws and rules of the Association each year to ensure it reflects the current operations. Make recommended changes to the Board.
5. shall prepare and distribute all proposed changes to the Rules and Regulations and Operating policies as per the Societies Act.
6. shall submit all required reports. Documents and changes to the Rules and Regulations as required under the Societies Act.
7. Is responsible for correspondence (email and regular mail) relating to the Association activities.
8. Sending out reminders of meeting and important dates/events to the executive and other members.
9. File annual report (if Treasurer doesn't) in order to be eligible for gaming monies

Registrar

1. Is responsible for the annual registration of all playing members, teams and team officials with the BCLA and VIYFLL.
2. will provide receipts for registered players
3. will provide the treasurer with fees as they come in.
4. will provide player lists for each division to the coaches/managers
5. maintain a record of all playing members; including individual file copies of birth certificate, medical and registration forms for each player.
6. maintain the register of all members as required by the Societies Act.
7. Advise the treasurer of any refunds that need to be made
8. provide reports of the total number of players registered as required by the Executive, including final annual report.
9. perform other related duties as required.

Head Manager

- 1. Acts as intermediary between the President/Executive of the Association and all team managers.**
- 2. Acts as resource to team managers, ie: booking referees, scheduling and re-scheduling of games, assistance with parent/ coach/ player issues.**
- 3. Coordinates team and provincial declaration forms, advise time lines where and when required.**
- 4. attends Executive meetings**
- 5. review and update the Manager Handbook.**
- 6. Other related duties as required.**
- 7. Ensure Managers know to submit BC Ferries Grant for travel/provincials.**
- 8. Ensure the equipment storage area is stocked with field equipment for games practices and make sure all team managers are aware of the procedures for picking up and returning this equipment.**
- 9. Ensure coaches and team managers are aware that jerseys are worn for games only.**

Head Coach

- 1. Is responsible for acting as resource to coaches in the Association.**
- 2. Assists in the recruitment and selection process for coaches.**

Equipment Manager

- 1. Is responsible for maintaining an accurate inventory of equipment pre and post season.**
- 2. Is responsible for purchasing necessary equipment after checking with Executive.**
- 3. Is responsible for disseminating jerseys at the beginning of the season, and collecting them at the end of the season.**
- 4. Will designate jersey numbers to all returning players, and keep a master list up to date with date and player numbers.**
- 5. Ensure equipment is safely stored.**
- 6. ensure all bills for purchased equipment is submitted to the Treasurer for payment.**
- 7. Make sure all outstanding jerseys are accounted for. If any are missing, stolen or damaged, let treasurer know so the jersey deposit cheque can be cashed.**

Director at large-Sponsorship

- 1. Develop a list of potential corporate sponsors and solicit funds prior to season start up.**
- 2. give collected monies to the treasurer**
- 3. ensure thank you letters are sent to sponsors**
- 4. maintain ongoing contact with sponsors to promote future sponsorship.**
- 5. provide sponsors with information on tournaments and other events. This allows sponsors to meet Association members.**
- 6. Team sponsorships**

Director at large- Field Allocator/Coordinator

- 1. Is responsible for booking fields (UVIC, Beacon Hill, Pearkes)**
- 2. is responsible for lining fields**
- 3. Develop practice schedule**
- 4. responsible for nets**
- 5. will notify Head Manager when cancelling fields so he/she can notify team managers of available time.**
- 6. monitor Parks website for field closures**
- 7. contact City of Victoria (Beacon Hill) to line field for games**