



# Newmarket and District Ringette Association

## Board of Directors Committee Job Description Document

### PRESIDENT

1. Be the official spokesperson for the Newmarket Ringette Association.
2. Manage and supervise the affairs and operations of the association, including overseeing & communicating with the various committees.
3. Co-sign all cheques for payments, as required by the Treasurer.
4. Ensure that all directors and chairpersons perform their duties

### VICE-PRESIDENT

1. Act as President in his/her absence or at his/her request and shall then have all the rights and powers of the President.
2. Assist the President in performing their duties.
3. Shall have signing authority on the Newmarket Ringette bank account, to be utilized when the President is not available.
4. Make the arrangements and take charge of the float entry into the Santa Clause Parade.

### SECRETARY

1. In charge of the administrative duties and maintain records required by the Board of Directors.
2. Issue notices of all meetings to all Board of Directors members and prepare the agenda
3. Maintain the minutes for all proceedings and meetings of the Board of Directors.
4. Ensure that all correspondence is attended to & keep accurate track of the progress of all committees.
5. Maintain custody of all documents and records pertaining to the affairs of the Newmarket Ringette Association.
6. Act as the official liaison between Newmarket Ringette Association and the Ontario Ringette Association, including the annual registration of the Board of Directors.

### TREASURER

1. Maintain and provide the financial records of the association that meet auditing standards.
2. Process payments for all association activities and expenses as required.
3. Maintain custody of complete and accurate records of the financial transactions and ensure that all receipts and disbursements are recorded. Present financial statement at monthly board meetings and the Annual General meeting.
4. Maintain current record of the Board of Directors with the Government of Ontario.
5. Prepare annual budget for the association.
6. Manage transfer of all Paypal transactions received for registration.
7. Responsible for the bank deposits of monies received by the association.

### REGISTRAR

1. Maintain records of all members of the association and provide information from these records for use only by the association and governing associations.
2. Advise registrants of changes/cancellations in the division for which they have registered and the status of their registration fees.
3. Responsible for registering all players, coaches, assistant coaches, managers, trainers, and officials with the Ontario Ringette Association.



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4. Keep an e-mail distribution list of all members in the Newmarket Ringette Association for use only by the Registrar and President for purpose of communication of the association of the membership, as approved by the President or Vice-President.
5. Provide coaches and Board of Directors with e-mail address and contact information as required for their duties.
6. Responsible for registering special events participants in accordance to Ontario Ringette Regulation, for insurance purposes (i.e.: Tournaments, Demonstrations, Fundraising)

### REFEREE-IN-CHIEF

1. Oversee the officiation requirements of the association, including procuring referees of appropriate qualifications and the scheduling of the referees to ensure that each home game has the correct level of officiating.
2. Responsible for all referees in the Newmarket Ringette Association including development and advancement of their skill level.
3. Responsible for the scheduling of referees required for the association's annual tournament or assist a designate.
4. Ensure off-ice officials have training available to them for both league play for the tournament.
5. Responsible to provide the Treasurer an itemized breakdown of all monies to be paid to referees, in a timely manner and be responsible for the distribution of payment.

### SCHEDULER

1. Responsible for the negotiations for available ice time to be utilized by the Newmarket Ringette Association for practices, games and other events as needed, including the ice time required for the annual tournament, if approved by the Board of Directors.
2. Present the available ice times and all costs pertaining to the ice schedule to the Board of Directors for approval.
3. Schedule all games and practices based on the available ice time.
4. Provide Treasurer with copies of all ice and boardroom contracts
5. Present to the Board of Directors, Bench Staff and Referee-In-Chief the completed season schedule in a timely manner and update on any changes as they occur.

### PAST PRESIDENT

1. Carry out any duties assigned by the President
2. Act as an advisor to the Board of Directors.

### COACH DEVELOPMENT CHAIRPERSON

1. Solicit bench staff applications and present all applicants to the Board of Directors.
2. Arrange for bench staff certification training and co-ordinate or communicate the coaching clinics and other development programs available.
3. Ensure all bench staff have required credentials including police checks and have signed the Code of Conduct agreements.
4. Meeting with the Coaches before the start of the season and throughout the season as required to advise on rules & regulations, policies of the Newmarket Ringette Association, distribute the By-laws & Policies and other notifications as required.
5. Maintain records of each team bench staff and provide contact information to the Board of Directors and update required.
6. Act on behalf of the Board of Directors regarding complaints and/or protests and report the appropriate information to the President.



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7. Represent all bench staff in matters pertaining to suspensions and/or expulsions and report accordingly to the President.

### PLAYER DEVELOPMENT CHAIRPERSON

1. Act on behalf of Board of Directors regarding any complaints or protests in all age divisions and report the appropriate information back to the President.
2. Represent every player in all matters pertaining to suspensions and/or expulsions and report accordingly to the President.
3. Arrange and organize training for players such as power skating, shooting clinics, and other skills specific to Ringette.
4. Report the status of the Learn to Play/Skate program.

### PUBLICITY CHAIRPERSON

1. Responsible for establishing contact with local area newspapers for such purposes as reporting special functions like registration, the annual tournament, fundraising events, and the general publicity for advancement of Ringette with the boundaries of the association.

### FUNDRAISING CHAIRPERSON

1. Responsible for investigating fundraising opportunities available to the association and present to the Board of Directors as well as presenting the agreed upon options to the membership at large.
2. Responsible to provide the Treasurer with information for the collection of all funds generated through all fundraising ventures undertaken and provide a detailed breakdown of the funds generated and disbursements required.
3. Work with the Tournament Chairperson to co-ordinate the fundraising events at the annual tournament (as required)
4. Report on the status of sponsorship monies, contact information and logos necessary to the Board of Directors in the absence of Sponsorship Chairperson.

### TOURNAMENT CHAIRPERSON

1. Responsible for the co-ordination, promotion, and scheduling of the Newmarket Ringette Associations Annual Tournament.
2. Responsible for obtaining the approval from the Ontario Ringette Association to offer a "sanctioned" tournament to the membership and notify other associations with an invitation to attend.
3. Work with the Sponsorship Chairperson in obtaining appropriate sponsorship from local area businesses and report revenues to the Treasurer.
4. Responsible for the collection of all "Entry Fees" from the participating teams and "vendor fees" and report all revenue to the Treasurer.
5. Work with the Scheduler Chairperson for the procurement of the ice required and report disbursement to the Treasurer.
6. Work with the Fundraising Chairperson to co-ordinate the fundraising efforts of the association at the tournament.
7. Responsible to collect all revenues from participating merchants and report all revenue to the Treasurer

### SOUTHERN REGION RINGETTE ASSOCIATION REPRESENTATIVE CHAIRPERSON

1. Attend monthly Southern Region Ringette Association meetings as the representative and liaison for the Newmarket Ringette Association.
2. Report to the Board of Directors on relevant information from Southern Region Ringette (i.e.: mandatory and voluntary requirements)



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## EQUIPMENT MANAGER

1. Responsible for all equipment owned by the Newmarket Ringette Association.
2. Responsible for the education of bench staff, players, officials, and parents on ringette equipment to ensure safety and accident prevention where applicable.
3. Maintain an accurate and update to date inventory of all equipment, and report to the Board of Directors on any equipment which fails to meet the appropriate safety standard as mandated by the Ontario Ringette Association, including rings, goalie equipment, coaching aids and first aid supplies.
4. Maintain all jersey, including distribution, sponsorship badges and replacements as required.
5. Co-ordinate, maintain and distribute the Equipment Lending Program (over see if there a Co-Ordinator taking on this responsibility as a sub-committee), including collecting deposit cheques.

## SPONSORSHIP CHAIRPERSON

1. Speak with local businesses to promote Ringette and secure new sponsors, provide logos to the Fundraising and Equipment Chairpersons.
2. Submit all funds collected to the Treasurer.

## WEB MASTER

1. Maintain the Associations website ([www.newmarketringette.ca](http://www.newmarketringette.ca)) according to the Privacy Policy.
2. Update the Board of Directors contact information as required and re-direction of emails.
3. Responsible uploading new/changed policies, updated registrations forms, sponsorship logos etc.

## NEWSLETTER

1. Prepare a regularly published (frequency to be determined by the Board of Directors) to promote excitement with the association by encouraging members to submit articles, ideas.

## PARENT RELATIONS

1. Arrange for Team Photos, including the selection of photographer, location/date and distribute photos to the Team Managers.
2. Act as liaison between membership parents and the Board of Directors.

In addition to the above key responsibilities, there is a monthly board meeting that all board members are encouraged to attend.