

DUTIES OF EXECUTIVE MEMBERS



President

1. Call and preside at all Executive meetings.
2. Prepare an agenda for each Executive meeting.
3. Exercise the power and authority of the Newmarket Ringette Association Executive in case of emergency but subject to ratification by the next executive meeting.
4. Be official spokesperson for the Newmarket Ringette Association.
5. Charged with general management and supervision of the affairs and operations of the Newmarket Ringette Association.
6. Be an ex-officio member of all Standing and Ad hoc Committees.
7. Co-sign all cheques for payments, as required by the treasurer.
8. Ensure that all officers and directors perform their duties.
9. Responsible for booking meeting rooms for the season.

Vice-President

1. Perform the duties of the President in the latter's absence or at his/her request and shall then have all the rights and powers of the President.
2. Assist the President in performing his duties and may hold the position of the Chairperson of any Adhoc or Standing Committees.
3. Have signing authority on the Newmarket Ringette Association bank account, to be utilized when the President is not available.
4. Make all arrangements for the Float entry into the Santa Claus Parade
5. Other duties as assigned.

Secretary

1. Shall issue notices of all meetings to all members of the Executive.
2. Take minutes of all Executive Meetings and maintain records.
3. Have custody of all documents and records.
4. Other duties as may be assigned.

Treasurer

1. Pay all accounts by cheque, signed by both the Treasurer and the President (or Vice President in his/her absence).
2. Keep records of financial transactions and ensure that all receipts and disbursements are recorded and presented at each regular Executive meeting and each Annual General Meeting.
3. Other duties as may be assigned.



DUTIES OF EXECUTIVE MEMBERS con't...

Registrar

1. Maintain records of all registrants.
2. Advise all participants on correct procedures and process.
3. Make available all registration forms throughout the season as required.
4. Keep a register of all members in the Newmarket Ringette Association and shall register all players, coaches, assistant coaches, managers, trainers, officials and Executive members with Ontario Ringette Association and Ringette Canada.
5. Other duties as may be assigned.

Referee-in-Chief

1. Assigning and schedule qualified referees for all home games.
2. Supervision and assessment of all referees in Newmarket Ringette Association.
3. Assist in the development and advancement of Newmarket Referees
4. Present the Treasurer an itemized breakdown of all monies to be paid to referees and distribute payments to the referees.
5. Other duties as may be assigned.

Coach Development

1. Solicit Bench Staff Applications
2. Present all applications and suggested recommendations to executive
3. Arrange for bench staff certification training
4. Ensure all bench staff have required credentials including police checks
5. Ensure all bench staff have signed Code of Conduct agreements
6. Provide applicable handbooks or notices
7. Create and maintain files on each bench staff
8. Hold regular coaching communication meetings.
9. Co-ordinate clinics and other development programs
10. Attend annual Coaches Meeting in September.
11. Other duties as may be assigned

Player Development

1. Arrange and organize training for Athletes such as power skating, shooting clinics, and other skills specific training
2. Liaison with SRRA and ORA Athlete Development to assist in developing the skills of NDRA athletes
3. Other duties as may be assigned



DUTIES OF EXECUTIVE MEMBERS con't...

Fundraising Chairperson

1. Investigate the variety of Fundraising options available and present these options to the Executive, with recommendations.
2. Head the Fundraising Committee and coordinate all fundraising actions throughout the year.
3. Other duties as may be assigned

Sponsorship Chairperson

1. Investigate Coordinate collection of sponsor funds
2. Speak with local businesses to promote Ringette and secure new sponsors.
3. Submit all funds collected to the Treasurer.
4. Other duties as may be assigned.

Equipment Manager:

1. Responsible for all equipment of Newmarket Ringette Association.
2. Maintain all team jerseys.
 - a. Distribute to all teams.
 - b. Ensure proper sponsor badging
 - c. Purchase replacements as necessary
3. Maintain an inventory of all equipment owned by the Association.
 - a. Goalie equipment & Coaching Aids
4. Other duties as assigned.

Scheduler

1. Negotiate with whatever sources for available ice times.
2. Present to the Executive the available ice times and all cost pertaining to this ice time for executive approval
3. Schedule all games and practices based on available ice time.
4. Present to the Executive, Bench Staff and players a completed season schedule in a timely manner
5. Attend League scheduling meeting.
6. Adjust schedule as required and ensure all coaches are informed.
7. Inform Coach & Player Development Chair(s) of available ice time for use in clinics.
5. Other duties as may be assigned.

SRRA Representative

1. Attend monthly Southern Region Ringette Association meeting as the representative for Newmarket.
2. Report to Executive on relevant details.
3. Newmarket's liaison to Southern Region.
4. Other duties as may be assigned.



DUTIES OF EXECUTIVE MEMBERS con't...

Webmaster & Newsletter Editor

1. Maintain the Association's Website www.newmarketringette.ca
2. Maintain archive of photos, articles, etc.
3. Prepare a regularly published newsletter to promote excitement within the Association by encouraging all members to contribute articles, ideas, pictures etc.
4. Update the association display case as required.
5. Other duties as may be supplied.

Publicity Chairperson

1. Submit weekly game results (as reported by coaches) to the local press: Era Banner and Bradford Times.
2. Maintain and distribute promotional materials.
3. Organize other promotional venues
4. Other duties as assigned.

Parent Relations

1. Arrange for Team Photos
 - a. Select photographer and date
 - b. Distribute team and sponsor photos
2. Act as a liaison between membership parents and the Executive
3. Other duties as may be assigned

Tournament Coordinator

1. Responsible for the coordinating and promotion of tournament
2. Must obtain approval from ORA to offer a "sanctioned" tournament
3. Work with Sponsorship and Fundraising Chairs to obtain appropriate sponsorship and financial aid for the tournament
4. Responsible for collecting all "Entry Fees" and reporting such to the Treasurer
5. Other duties as assigned.

Division Coordinator

1. General co-ordination of assigned age division.
2. Liaison between age division and executive
3. Shall represent the members and players in matters pertaining to the applicable age division

Trillium Grant Lead

1. Shall research and investigate all necessary requirements to qualify for Trillium Grants
2. Draft a Grant Proposal for executive approval
3. Submit all applicable applications and documents to qualify for grant