



Newmarket Ringette Association

1111 Davis Drive, Suite #1-125, Newmarket, Ontario. L3Y 9E5

Board of Directors Committee Job Description Document

1. The Officers or Directors of the N.D.R.A. shall be the President, Vice-President(s), Secretary, Treasurer, Registrar and Referee In Chief and Past President.

(a) President:

Shall oversee the activities of the Board of Directors committee and the Association as described herein.

1. Shall call and preside at all Board of Directors Committee meetings.
2. Shall prepare an agenda for each Board of Directors Committee meeting.
3. Shall exercise the power and authority of the Board of Directors Committee in case of emergency but subject to ratification by the next Board of Directors Committee meeting.
4. Shall be official spokesperson for the N.D.R.A.
5. Shall be charged with general management and supervision of the affairs and operations of the N.D.R.A.
6. Shall be an ex-officio member of all Standing and Ad hoc Committees.
7. Shall co-sign all cheques for payments, as required by the treasurer.
8. Shall ensure that all directors and chairpersons perform their duties.
9. Shall not vote at meetings of the Board of Directors Committee except in the case of a tie, when he/she shall cast the deciding vote
10. Shall vote at the Annual General Meeting and cast a second and deciding vote in the case of a tie.

(b) Vice-President;

Shall act as President in his/her absence and perform duties as described herein.

1. Shall 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. When acting as President, shall not vote except when such vote is needed to break a tie.
3. Shall assist the President in performing his/her duties and may hold the position of the Chairperson of any Adhoc or Standing Committees.
4. Shall have signing authority on the N.D.R.A. bank account, to be utilized when the

President is not available.

5. Shall make arrangements for the float entry into the Santa Claus Parade
6. Shall be a voting member of the Board of Directors Committee.
7. Shall attend all Board of Directors' Committee monthly meetings.
8. Shall perform other duties as assigned.

(c) Secretary:

Shall perform administrative duties and maintain records required by the Board of Directors Committee as described herein.

1. Shall issue notices of all meetings to all members of the Board of Directors Committee.
2. Shall maintain records of all proceedings and all meetings of the Board of Directors Committee.
3. Shall ensure that all correspondence is attended to and keep an accurate record of all the business transactions of the officers and Board of Directors Committees.
4. Shall have custody of all documents and records pertaining to the affairs of the N.D.R.A.
5. Shall be the official liaison between the N.D.R.A. and the Ontario Ringette Association, and shall be responsible to ensure that all Ontario Ringette Association correspondence is brought before the Board of Directors Committee in a timely manner.
6. Shall issue notice of the Annual General Meeting, issue the call for nominations and ensure all required documentation is available at the meeting (i.e. voting cards, position description, etc.)
7. Shall attend all Board of Directors' Committee monthly meetings.
8. Shall be a voting member of the Board of Directors Committee.
9. Shall perform other duties as assigned.

(d) Treasurer:

Shall maintain and provide the financial records of the Association that meet auditing standards. Duties are further described herein.

1. Shall pay all accounts by cheque, signed by both the Treasurer and the President (or Vice President in his/her absence).
2. Shall keep complete and accurate records of financial transactions and ensure that all receipts and disbursements of the N.D.R.A. are recorded and presented at each regular Board of Directors Committee meeting and each Annual General Meeting.
3. Shall attend all scheduled Board of Directors Committee meetings and present an up-to-date financial statement to the Board of Directors Committee.
4. Shall attend all Board of Directors' Committee monthly meetings.

5. Shall be a voting member of the Board of Directors Committee.
6. Shall perform other duties as assigned.

(e) Registrar:

Shall keep records of all members of the Association and provide information from these records for use only by the association and governing associations as described herein.

1. Ringette registrations will be held each year at a date(s) established by the Board of Directors Committee and the Registrar shall be responsible for making all necessary arrangements to accommodate this.
2. Shall instruct each person participating in the registration process, on the appropriate procedures to be followed.
3. Shall ensure all required forms are available for registration, both **at** the beginning of the season, and throughout the season as required.
4. Shall be the sole keeper of waiting lists for each age group and is the one person authorized to place a player on this list, for consideration into a division.
5. Shall advise registrants of changes/cancellations in the division for which they have registered and the status of their registration fee payments.
6. Shall keep a register of all members in the N.D.R.A. and shall register all players, coaches, assistant coaches, managers, trainers, officials and Board of Directors Committee members with Ontario Ringette Association and Ringette Canada as applicable.
7. Shall keep an e-mail distribution list of all members in the N.D.R.A. for use only by the Registrar, President (or Vice-President as the President's designate) for the purpose of communication of N.D.R.A. activities, newsletters and other general information of the Association, to the membership as approved by the President or Vice-President.
8. Shall ensure that each participant in other registered programs, ie. Power Skating, are contacted to be informed when programs will begin, are postponed or cancelled.
9. Shall provide coaches and Board of Directors Committee members with e-mail addresses and contact numbers as required for their duties.
10. Shall be responsible for registering special event participants in accordance to ORA Regulation, for insurance purposes. i.e. Tournaments, Demonstrations, Fundraising, Recruiting, etc.
11. Shall attend all Board of Directors' Committee monthly meetings.
12. Shall be a voting member of the Board of Directors Committee.
13. Shall perform other duties as assigned.

(f) Referee-in-Chief:

Shall oversee the officiating requirements of the Association as described herein.

1. Shall be in charge of procuring referees of appropriate qualifications, and the scheduling of such referees to ensure that each home game has the correct level of officiating.
2. Shall be responsible for all referees in N.D.R.A. including the development and advancement of their skill levels.
3. Shall be responsible for scheduling of referees required for the Associations annual tournament or assist a designate.
4. Shall ensure Off Ice Officials have training available to them, for both league play, and for the Newmarket tournament.
5. Shall play a role in the organization and assignment of Off Ice Officials for the tournament.
5. Shall be responsible to present the Treasurer an itemized breakdown of all monies to be paid to referees, in a timely manner. The Referee-In-Chief will then be responsible for the distribution of such payments to the referees.
6. Shall attend all Board of Directors' Committee monthly meetings.
7. Shall be a voting member of the Board of Directors Committee.
8. Shall perform other duties as assigned.

(g) Past President:

- Shall carry out any duties assigned by the President of Newmarket Ringette Association or its Board of Directors Committee, and act as an advisor to the Board of Directors Committee.
- Shall be a voting member of the Board of Directors when in attendance at the Board of Directors Committee meetings.

2. The Committee Chairpersons of the N.D.R.A. shall be the Coaching Development Chairperson, Player Development Chairperson, Publicity Chairperson, Fundraising Chairperson, Equipment Manager, Tournament Chairperson, Southern Region Ringette Association Representative Chairperson, and the Scheduler Chairperson:

(a) Coaching Development Chairperson:

1. Shall solicit bench staff applications.
2. Shall present all applications and suggested recommendations to the Board of Directors' Committee.
3. Shall arrange for Bench Staff certification training.
4. Shall ensure all bench staff have required credentials including police checks and have signed the Code of Conduct agreements
5. Shall meet with coaches before the start of each season and throughout the season as

required to advise on rules and regulations, and the policies of the N.D.R.A., and distribute the Constitution, Bylaws and Policies and other applicable handbooks or notices.

6. Shall maintain records of each teams bench staff and provide contact information to all Board of Directors; Committee members, and up-to-date the Board of Directors' Committee throughout the season regarding changes.
7. Shall act on behalf of Board of Directors Committee as a member of the Division Committee regarding complaints and/or protests, and report the appropriate information to the President as an ex-officio member of the Division Committee.
8. Shall represent all Bench Staff in all matters pertaining to suspensions or expulsions, and report accordingly to the President.
9. Shall be responsible to co-ordinate the coaching clinics and other coaching development programs available to N.D.R.A. from the Ontario Ringette Association and/or Southern Region Ringette Association.
10. Shall attend the annual Coaches Meeting in September.
11. Shall attend all Board of Directors' Committee monthly meetings.
12. Shall perform other duties as assigned.

(b) Player Development Chairperson:

1. Shall act on behalf of Board of Directors Committee on the Division Committee regarding complaints or protests in all age divisions, and report the appropriate information to the President as an ex-officio member of the Division Committee.
2. Shall represent every player in all matters pertaining to suspensions or expulsions, and report accordingly to the President.
3. Shall arrange and organize training for players such as power skating, shooting clinics and other skills specific to ringette
4. Shall be responsible to co-ordinate the player clinics and other player development programs available to N.D.R.A. from the Ontario Ringette Association and/or Southern Region Ringette Association.
5. Shall report on the status of the Learn To Skate program
6. Shall attend all Board of Directors' Committee monthly meetings.
7. Shall perform other duties as assigned.

(c) Publicity Chairperson:

1. Shall be responsible to establish contact with the local area newspapers for such purposes as; (a) reporting weekly game results and statistics, (b) reporting of special functions such as Registration, Annual Tournament, Dances, etc., (c) general publicity for the advancement of Ringette within the boundaries of the Association.
2. Shall co-ordinate a "Ringette Week" campaign in conjunction with the Ontario Ringette Association's annual promotion.
3. Shall attend all Board of Directors' Committee monthly meetings.

4. Shall perform other duties as assigned.

(d) Fundraising Chairperson:

1. Shall be responsible to investigate the variety of Fundraising options available to the Association, and present these options to the Board of Directors Committee, with his/her recommendations as the most feasible/profitable.
2. Shall accept the Board of Director's decision as to the Fundraising option they wish to pursue, and present this to the membership at large.
3. Shall be responsible to the Treasurer for the collection of all funds generated through all fundraising ventures undertaken, and provide to the Treasurer, a detailed breakdown of the funds generated, and disbursements required.
4. Shall report on the status of sponsorship monies, contact information and logos as necessary at the Board of Directors' meetings as a member of the Sponsorship Sub-Committee in the absence of the Sponsorship Sub-Committee co-ordinator.
5. Shall report on the status of the Trillium Grant (as applicable) as a member of the Trillium Grant Sub-Committee in the absence of the Trillium Grant sub-committee co-ordinator.
6. Shall work with the Tournament Chairperson to co-ordinate the fundraising events at the annual N.D.R.A tournament (as applicable).
7. Shall attend all Board of Directors' Committee monthly meetings.
8. Shall perform other duties as assigned.

(e) Tournament Chairperson:

1. Shall be responsible for the co-ordinating, promotion, and scheduling of the N.D.R.A's annual tournament, when such a tournament has been approved by the Board of Directors Committee.
2. Shall be responsible for obtaining approval from the Ontario Ringette Association to offer a "sanctioned" tournament to the membership, and to notify other Associations with an invitation to attend.
3. Shall work with the Sponsorship Co-ordinator in obtaining appropriate sponsorship from local area businesses, and reporting such revenue to the Treasurer.
4. Shall be responsible for the collection of all "Entry Fees" from all teams attending the Tournament, and reporting such revenue to the Treasurer.
5. Shall work with the Scheduler Chairperson for the procurement of the required ice time, needed to stage such a Tournament, and the reporting of such disbursements to the Treasurer.
6. Shall work with the Fundraising Chairperson to co-ordinate the fundraising efforts of the association at the tournament.
7. Shall attend all Board of Directors' Committee monthly meetings.
8. Shall perform other duties as assigned.

(f) Southern Region Ringette Association Representative Chairperson

1. Shall attend monthly Southern Region Ringette Association meeting as the representative for the association.
2. Shall report to the Board of Directors' Committee on relevant information from S.R.R.A, ie. mandatory and voluntary requirements
3. Shall be the association's liaison to Southern Region
4. Shall perform other duties as assigned

(g) Equipment Chairperson:

1. Shall be responsible for all equipment owned by the N.D.R.A.
2. Shall be responsible for equipment education of bench staff, officials, players and parents, to ensure safety and accident prevention procedures are adhered to where possible.
3. Shall maintain an accurate and up-to-date inventory of all equipment owned by the Association, and report to the Board of Directors Committee of any equipment which fails to meet the appropriate safety standards, as mandated by the Ontario Ringette Association, including rings, goalie equipment, coaching aids and first aid supplies.
4. Shall maintain all team jerseys, including distribution, sponsor badges and replacements required.
5. Shall attend all Board of Directors' Committee monthly meetings.
6. Shall perform other duties as assigned.

(h) Scheduler Chairperson:

1. Shall be responsible for all negotiations with all appropriate sources, for available ice time to be utilized by the N.D.R.A. for scheduling of games, practices and other N.D.R.A. ice activities. This shall include ice time required for the annual Tournament, if approved by the Board of Directors Committee.
2. Shall present the available ice times and all costs pertaining to this ice time, to the Board of Directors Committee for approval,
3. Shall be responsible to attend meetings with other Associations where the competition must extend outside of the territorial boundaries of the N.D.R.A.
4. Shall schedule all games and practices based on available times.
5. Shall be responsible to present to the Board of Directors Committee, Bench Staff and Referee In Chief, the completed season schedule, in a timely manner and update same with changes as they occur.
6. Shall inform Coaches/Player Development Chairperson(s) of available ice time for use in clinics.
7. Shall attend all Board of Directors' Committee monthly meetings.
8. Shall perform other duties as assigned.

3. The Sub-Committee Co-ordinators of the N.D.R.A. shall be:

(a) Sponsorship Co-ordinator, Trillium Grant Co-ordinator (Sub-Committee positions of the Fundraising Chairperson)

(i) Sponsorship Co-ordinator

- Shall investigate Coordinate collection of sponsor funds
- Shall speak with local businesses to promote Ringette and secure new sponsors.
- Shall submit all funds collected to the Treasurer.
- Shall report to the Fundraising Chairperson for monthly Board of Directors' Committee meetings
- Shall perform other duties as assigned

(ii) Trillium Grant Co-ordinator

- Shall research and investigate all necessary requirements to qualify for Trillium Grants
- Shall draft a Grant proposal for executive approval
- Shall submit all applicable applications and documents to qualify for grant
- Shall perform other duties as may be assigned

(b) Web Co-ordinator and Newsletter Co-ordinator (Sub-Committee of the Publicity Chairperson)

(i) Website/Newsletter Co-ordinator

- Shall maintain the Association's Website www.newmarketringette.ca according to the Privacy Policy
- Shall maintain archive of photos, articles, etc. for the association to be made available at association special events
- Shall prepare a regularly published newsletter to promote excitement within the Association by encouraging all members to contribute articles, ideas, pictures etc. according to the Privacy Policy
- Shall update the association N.D.R.A. display case as required.
- Shall perform other duties as assigned

(c) Learn to Skate Co-ordinator, Division Co-ordinators, Parent Relations Co-ordinator (Sub-Committee positions of the Coach/Player Development Chairpersons)

(i) Learn to Skate Co-ordinator

- Shall attend and preside over weekly LTS sessions
- Shall co-ordinate LTS at one hour per week for the first half of season (second half of season as applicable)
- Shall update and report to the Coach/Player Development Chairperson(s)
- Shall co-ordinate the graduation of participants to the U8 Level at the end of the sessions in consultation with the Registrar and the Coach/Player Development Chairperson(s) and the U8 Level Coaches
- Shall perform other duties as assigned

(ii) Division Co-ordinators (as required)

- Shall generally co-ordinate assigned age division.
- Shall be the liaison between age division and Board of Directors' Committee
- Shall represent the members and players in matters pertaining to the applicable age division
- Shall be a member of the Division Committee (see Duties of the Division Committee in full – Article 8.3 of the Constitution & Bylaws)
 - Shall work to resolve issues within their Division in co-ordination with the Player and Coach Development Chairperson
 - Shall receive formal written complaints from within their Division to be presented to the Grievance Committee when issues are not resolved by the Division Committee
- Shall perform other duties as assigned

(iii) Parent Relations Co-ordinator

- Shall arrange for Team Photos
 - Select photographer, location and date
 - Distribute team and sponsor photos
- Shall act as a liaison between membership parents and the Board of Directors' Committee
- Shall perform other duties as assigned

Sub-Committee Co-ordinators attend monthly Board of Directors Committee meetings as required by their position.

4. All members of the Board of Directors' Committee shall familiarize themselves with the

- Provincial Rules and Regulations
- Southern Region Rules and Regulations
- N.D.R.A. Constitution & By-laws
- N.D.R.A. Policies

and shall abide and enforce such.

5. All members of the Board of Directors' Committee shall be consulted and have the opportunity to respond to all motions brought before the Board of Directors (including emergency motions presented by e-mail).

(a) Only Board of Directors' Committee **Officers** vote on motions regarding:

- financial spending (majority rules)
- other general activities when a consensus cannot be found (majority rules)

(b) The **Entire Board of Director Committee** votes on motions regarding:

- alterations to the Constitution & Bylaws (2/3 majority rules) to be ratified at the

Annual General Meeting

- creation and amendments of Policies (2/3 majority rules)
- appointments to vacant positions of Board of Director Committee members (majority rules)

6. Communication Practices for all Board of Directors' Committee Positions:

- (a) Confidentiality of personal information shall be a priority in all duties of the Board of Directors' Committee as per the Privacy Policy.
- (b) The use of e-mail shall be handled professionally when used for N.D.R.A. business.
- (c) All positions shall provide information to the Website Co-ordinator/Newsletter Co-ordinator for best communication practice with the membership at large.
- (d) All communications to be distributed to the membership at large by mass e-mail shall have President or Vice President approval to ensure limited cohesive messages that are presented in a timely manner.

This document is to be considered a Policy of N.D.R.A.