

## **Cheema Aquatic Club – 2010**

### **BOARD AND VOLUNTEER JOB DESCRIPTIONS Draft #1**

#### **EXECUTIVE COMMITTEE**

##### **COMMODORE**

- Shall call and reside at all meetings of the Club & Board
- Shall perform all duties that fall naturally within the boundaries of the office
- Shall have such other powers as are incidental to the supervision & control of the Club
- Shall have such powers and duties as may be assigned by the Board
- Shall be an ex-officio member of all committees of the Club
- Shall sign all instruments which require the signature of the Commodore
- Shall be an Authorized Signing Officer of the Club as it pertains to all financial matters
- Shall have the best possible chairman and members of each of the above committees and ensure committee chairs report on decisions made at independent meetings
- Shall be available for publicity & promotion of the sport & the club in particular
- Shall actively solicit support from club members & parents to fill committee positions
- Represent the Club strongly at ADCKC ( Atlantic Division Canoe Kayak Canada) & CKC ( Canoe Kayak Canada)
- Be an impartial chairman & judge to bring out the best in all executive members and make sure all violators of club rules are given a fair court of appeal
- Avoid extended meetings, advise committees to meet, and solve time consuming decisions
- Keep the Executive working at all times for the Club
- Shall prepare Vice-Commodore or another person on the Board to take over as Commodore

##### **PAST-COMMODORE**

- Shall act as an advisor to the Commodore and Board
- Shall assist with the financial administration of the Club
- Shall perform such duties as may be assigned by the Commodore or Board
- Shall act as the Chair of the nominations committee

##### **VICE-COMMODORE**

- Shall assist the Commodore in the discharge of his/her duties
- In the absence of the Commodore, shall perform the duties of the Commodore
- Shall be an ex-officio member of all club committees
- Shall actively solicit active members &/or parents and others who could serve on the above committees
- Organize and delegate a nominating committee in preparation for the annual general meeting and election of officers
- Shall perform such duties as may be assigned by the Commodore or Board

## **TREASURER**

- Shall file all documents, records, reports and communications connected with the financial business of the Club
- Shall receive all monies due to the club
- Shall pay all accounts associated with operation of the club subject to approval of the Board
- Shall be an Authorized Signing Officer of the club, in regards to all financial matters
- Shall maintain an accurate accounting of all receipts and disbursements of the club
- Shall be responsible for preparing an annual budget, and monitor actual results to budget
- Shall be responsible, together with the Board, for preparing a 2-3 year project budget
- Shall keep the Board apprised of the financial health of the Club
- Shall be an ex-officio member of all committees
- Shall advise on the legality of all fundraising projects
- Shall prepare and present Year End Financial Statement at the Annual General Meeting, including a listing of assets and liabilities, and Revenue and Expense Statement
- Shall perform such duties as may be assigned by the Commodore or Board

## **SECRETARY**

- Shall keep a record of all proceedings of all special and general meetings of the Club and Board, including names of all members present
- Shall give notice of all meetings
- Shall be the custodian of all documents, records, reports, communications connected with the business of the club, other than financial
- Shall handle all correspondence
- Shall be an ex-officio member of all committees
- Shall be an Authorized Signing Officer of the club, in regards to all financial matters
- Shall perform such duties as may be assigned by the Commodore or Board

## **BOARD OF DIRECTORS**

### **1) PADDLING COMMITTEE – HIGH PERFORMANCE CHAIR**

- Ensure a development plan is prepared and communicated for all paddlers
- Ensure all paddlers are provided the opportunity to compete at all preliminary regatta's
- Establish job descriptions for the positions of Head Coach, Assistant Coach for review and approval by the Board
- Communicate job expectations to Head Coach and Assistant Coach
- Regularly review performance with the Head Coach and Assistant Coaches
- Recommend to the Executive committee, together with appropriate rationale, salary and/or hourly wages for Head Coach and Assistant Coach
- Prepare a budget for wages/salaries of head coach and Assistant Coach to be approved by the Executive Committee
- Assist the Head Coach in preparing schedules for High Performance ( full time) staff, ensuring that costs remain within approved budget
- Co-ordinate attendance of full time coaches at any required coaching clinics
- Act as liaison between the coaches & Board, and Coaches & Parents
- Keep Board apprised of any problems as quickly as possible
- Responsible for ensuring the safety and disciplinary policies are upheld
- Shall act as a liaison between coaches and the Board, ensuring any problems are brought to the Board quickly, along with a recommended course of action
- Together with Board Chairs, prepare budgets for equipment and boat purchases for the High Performance program

- Shall perform such duties as may be assigned by the Commodore or Board

## 2) PADDLING COMMITTEE- SUMMER PROGRAM CHAIR

- Establish job descriptions for the positions of Summer Coaches and Dock Helpers, for review and approval by the Board
- Communicate job expectations to Summer Coaches and Dock Helpers
- Regularly review performance with the Summer Coaches and Dock Helpers
- Recommend to the Board, together with appropriate rationale, salary and/or hourly wages for Summer Coaches and Dock Helpers
- Prepare a budget for wages/salaries of all summer coaches and staff to be approved by the Board
- Assist the Head Coach in preparing schedules for all summer coaching staff, ensuring that costs remain within approved budget
- Ensure compliance with LTAD within the summer program
- Co-ordinate attendance of summer coaches at any required coaching clinics
- Act as liaison between the coaches & Board, and Coaches & Parents
- Deal with disciplinary issues, bullying and fighting as they occur
- Keep Board apprised of any problems as quickly as possible
- Shall act as a liaison between coaches and the Board, ensuring any problems are brought to the Board quickly, along with a recommended course of action
- Together with Board Chairs, prepare budgets for equipment and boat purchases
- Shall perform such duties as may be assigned by the Commodore or Board

## 3) PADDLING COMMITTEE- LOGISTICS CHAIR

- Inventory all paddling equipment of the Club and maintain a complete listing, updating as required
- Identify any and all equipment in need of repairs, providing the Board with an itemized listing, including course of action, cost to repair etc
- Upon approval of the Board, undertake to repair equipment or have equipment repaired by an outside supplier/service provider
- Advise the Board of any surplus or obsolete equipment, along with a recommended course of action
- Advise the Board of any required equipment, together with estimated cost and rationale as to why the equipment is required
- Upon approval of the Board, obtain quotes &/or purchase required equipment
- Prepare a 3-5 year equipment and boat storage plan, outlining the projected/estimated equipment requirements/purchases required over that period
- Ensure the course is installed and removed in accordance with the paddling schedule
- Ensure the docks and boat house are in good repair and are adequate for the needs of the program
- Maintain van and trailers

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**Comment [1]:** There is no mention of coordination for transporting equipment and athletes.

#### 4) GROUNDS AND FACILITIES CHAIR

- Shall be responsible for all aspects related to the Club Grounds and Club House
- Shall ensure the grounds are safe at all times
- Shall make recommendations to the Board relative to any maintenance requirements
- Shall establish and maintain a regular maintenance schedule for heat, lighting, waste management, water and sanitation
- Shall ensure club house is cleaned and maintained appropriately either by volunteer or paid schedule
- Shall ensure fire safety is maintained in accordance with the annual fire inspections including recharging fire extinguishers
- Shall make recommendations to the club, together with rationale and costs, for any improvements to the grounds that are required
- Upon approval by the Board, arrange to have work completed
- Prepare a 3-5 year plan, outlining the projected/estimated improvements/purchases relative to the Club grounds over that period

#### 5) MEMBERSHIP CHAIR/ REGISTRAR

- Shall keep a current and accurate list of membership of the club, including names, addresses and emergency contacts
- Shall have under his/her charge, the Membership & Registration Committee
- Ensure all appropriate Registration documentation is filed with the District Registrar as required
- Shall assist the Treasurer in calculating, collection and distribution of all fees pertaining to canoeing, including submitting all fees to ADCKC and CKC
- Shall perform such duties as may be assigned by the Commodore or Board Actively promote the club to all existing paddlers to ensure that paddlers return the following year
- Actively promote the club to all prospective paddlers and families
- Arrange to have presentation made at local schools, in-order to generate interest in club
- Arrange to have flyers delivered to schools, to be sent home with students outlining the cost and benefits of the Club
- Together with the Secretary Registrar, co-ordinate club registration and ensure all necessary documentation is filed with the Division Registrar as required

#### 6) COMMUNICATIONS CHAIR

- Co-ordinate with Head Coach to ensure that all regatta results are forwarded to the local newspaper by the required deadline
- Keep newspaper apprised of Club events
- Keep parents and paddlers apprised of all club activities
- Co-ordinate E-mail and Web Page
- Ensure regular newsletter is prepared & dispatched to all paddling families

## **7) FUNDRAISING CHAIR**

- Determine which fundraising activities will be undertaken each year
- Set budget for fundraising activities annually
- Ensure volunteers are in place to coordinate each event
- Ensure funds are accounted for in a controlled and documented process
- Apply for grants according to availability and special needs of Club
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## **8) MASTERS REPRESENTATIVE**

- A member of the masters paddling group
- Active or recently active paddler
- Represent the needs of individual or collective masters paddlers in disciplinary actions if requested by paddlers
- Act as liaison between masters paddlers and the Board, bringing forward any concerns of the paddlers
- Bring master paddlers perspective to Board discussions and decisions
- Ensure funds are accounted for in a controlled and documented process

## **9) ATHLETES REPRESENTATIVE**

- A senior athlete of 18 years or older
- Active or recently active paddler
- Represent the needs of individual or collective paddlers in disciplinary actions if requested by paddlers
- Act as liaison between paddlers and the Board, bringing forward any concerns of the paddlers
- Bring a paddlers perspective to Board discussions and decisions

## **10) DIRECTOR AT LARGE**

- Assist any ad hoc committees or special projects of the Board as requested
- Bring an objective perspective to Board discussions and decisions
- Assist in any disciplinary issues as requested by Board

## **EX OFFICIO MEMBERS**

### **HEAD COACH**

- Ex Officio- as per Job description

### **MASTER COACH**

- Ex Officio-
- Liaison to division and national canoe associations

## **POSSIBLE SUB – COMMITTEES/VOLUNTEER POSITIONS**

### **TRAVEL COORDINATOR**

- Arrange for rooms for travel and co-ordinate financial
- For any regatta requiring overnight accommodation, arrange for appropriate accommodation for all members/parents as required
- Prepare budget and payment schedule for all athletes

### **SOCIAL / AWARDS BANQUET COMMITTEE**

#### **BANQUET**

- Coordinate/organize year end banquet
- Book hall
- Coordinate meal either potluck or catered
- Assemble cleaning volunteers
- Set up and tear down

#### **TROPHIES**

- Coordinate new awards recipients with coaches
- Collect trophies and have new name plaques attached
- Coordinate trophy table at banquet

### **AUCTION COMMITTEE – CHAIR**

- Shall build an Auction group and hold meetings
- Shall be responsible for ensuring club obtains required licences
- Book hall and set date for Auction
- Coordinate communication with internal communications chair
- Coordinate external communications with PR chair
- Solicit members to collect prizes
- Organize and list prizes
- Book auctioneer
- Work with auction site to have meals and drinks available
- Set up auction
- Sell tickets
- Clean up

## **DRAGON BOAT COORDINATOR**

- Register dragon boat with festival by June of the year
- Attend information session at Sport Nova Scotia
- Recruit a team of 20
- Distribute pledge forms to all paddlers- \$75.00 per paddler expected
- Arrange for practice time at club or on Lake Banook
- Encourage pledging
- Collect pledge forms and money
- Submit to Sport Nova Scotia
- Ensure prizes are collected by top pledge winners

## **CLEANING COORDINATOR**

- Shall be responsible for all aspects related to the cleaning of Club building
- Coordinate schedule of family cleaning- one family per week on rotation
- Ensure the building is safe at all times
- Shall ensure all building equipment is in good working order
- Shall make recommendations to the Board relative to any maintenance requirements
- Shall establish and maintain a regular maintenance schedule for parents

## **GOLF TOURNAMENT COORDINATOR**

- Book course for September tournament
- Assemble committee to assist
- Develop tournament rules and guidelines
- Solicit prizes
- Coordinate publicity through internal communications
- Collect fees
- Pay all bills necessary through treasurer

## **PADDLE A THON COORDINATOR**

- Set date, goals, prizes.
- Develop Paddle-A-Thon Pledge Sheet and Information Letter
- Communicate *what the fund raiser is for* and the incentive prizes
- At registration include paddle-a-thon pledge sheet and information letter.
- Develop letter for coaches and ask for Fun Day Coordinator coach "volunteer".
- Provide updated information letter and pledge sheet.
- Email parents with information and pledge sheet attachment.
- Distribute prizes

### **CANTEEN COORDINATOR**

- Purchase and store food
- Coordinate canteen staff
- Collect money and submit receipts and cash to treasurer
- Organize regatta canteens or officials lunches as required

### **VOLUNTEER COORDINATOR**

- Maintain contact list of active or potential volunteers
- Recruit volunteers for events and projects as requested by event chairs or board members

### **WEB SITE MAINTENANCE**

- Have knowledge of website updates
- Coordinate with board for regular monthly updates to website
- Ensure membership and registration information is posted by March of each year

### **CLOTHING, SINGLETS , BELTS AND BUNS**

- Purchase and maintain inventory of racing singlets
- Purchase and ensure buns are available through canteen
- Purchase and distribute life belts and PDFs
- Coordinate ordering of Cheema Gear for prizes and gifts

### **SAFETY BOAT DRIVER COORDINATOR**

- Check schedule of regattas requiring Cheema Boat drivers
- Ensure enough members have training and boating certificate
- Coordinate schedule of drivers for regattas

### **SPAGETTI DINNER COORDINATOR**

- Coordinate with Gold Rush Days committee, spring
- Book fire hall
- Distribute sauce recipe to parent volunteers
- Coordinate Buns, salad and dessert potluck
- Coordinate paddlers to serve at dinner
- Coordinate cleaning and cooking volunteers
- Set up and clean up Fire Hall