



The Executive Committee

The Executive Committee governs and manages the affairs of the Club.

Powers and Duties of the Executive Committee

The Executive Committee has the powers of the Club.

The powers and duties of the Executive Committee include:

- a) Promoting the objects of the Club;
- b) Promoting membership in the Club;
- c) Approving an annual budget for the Club;
- d) Paying all expenses for operating and managing the Club;
- e) Paying persons for services and protecting persons from debts of the Club;
- f) Investing any extra monies;
- g) Financing the operations of the Club, and borrowing or raising monies;
- h) Making policies for managing and operating the Club;
- i) Approving all contracts for the Club;
- j) Maintaining all accounts and financial records of the Club;
- k) Appointing legal counsel as necessary;
- l) Making policies, rules and regulations for operating the Club and using its facilities and assets;
- m) Creating Committees or sub-Committees, and naming any Member to a Committee or sub-Committee;
- n) Selling, disposing of, or mortgaging any or all of the property of the Club; and Without limiting the general responsibility of the Board, delegating its powers and duties to the Officers.



President

The President shall be the Chief Executive Officer for the Club
He shall preside at all meetings of the Club and of the Executive Committee.

President duties:

- a) Supervises the affairs of the Club and the Executive Committee.
- b) Chairs all meetings of the Club including those of the Executive Committee.
- c) In being accountable to the Executive Committee, sees that all orders and resolutions of the Executive Committee are carried into effect.
- d) Speaks on behalf of the Club unless otherwise designated.
- e) Will be signing authority along with the Treasurer.
- f) In the case of emergency, exercises the powers of the Executive Committee;
- g) May suspend players, coaches, fans, or parents subject to ratification at the
- h) next board meeting.
- i) Attends or appoints a designate to all Greater Edmonton Lacrosse Council
- j) ("GELC"), ALA;
- k) Carries out other duties as assigned by the Club.
- l) The President shall not vote at meetings of Executive Committee, except in the case of an equality of votes on any question, the President shall have the deciding vote.
- m) Term: First term two (2) years, following terms one (1) year.

Vice-President

The Vice-President shall assume the Chair of any meeting in the absence of the President and shall in the absence of the President act on behalf of the President.

The Vice Presidents shall have such duties as may be assigned by a resolution of the Executive Committee.

Vice-President duties:

- a) Chairs meeting in the absence of the President.
- b) Represents the President at various functions when asked to do so by the President.
- c) Ensure the coaches have appropriate certification and if necessary ensure they attend clinics to complete certification process.
- d) Gathers, assess and reports the the Executive Committee feedback from tournament, camps, facilities, registration, evaluations, coaching, schedule, equipment, referees, volunteers, coordinators, parent.
- e) Carries out duties assigned by the Executive Committee.
- f) Reports to the President
- g) Is a voting member.
- h) Term: First term two (2) years, following terms one (1) year.



Past-President

The Past President shall act in any capacity as may be required by the President from time to time.
Term: Expires one (1) year after term as President ended.

Secretary

Secretary duties:

- a) Attends all meetings of the Club including Executive Committee and keeps accurate minutes of these meetings.
- b) Responsible for assigned club correspondence.
- c) Notifies members of meetings.
- d) Assists President in the conduct of the meeting.
- e) Responsible for operation of Club website.
- f) Carries out other duties assigned by the Executive Committee.
- g) Reports to the President
- h) Is a voting member.
- i) Term: First term two (2) year, following terms one (1) year.

Treasurer

Treasurer duties:

- a) The Treasurer shall collect and have custody of all funds of the Club and disburse monies after they secure approval from the Board.
- b) The Treasurer shall conduct an annual audit of the books and accounts of the Club and submit a report to the Annual General Meeting of the Club.
- c) The Treasurer shall ensure that no monies are withdrawn from any account except with the signature of the duly authorized officers with signing authority.
- d) The Treasurer has the duty to ensure that all expenditures are supported by receipts or vouchers, as may be reasonably required.
- e) The Treasurer shall deliver to his successor in office all funds, books, documents, vouchers and other property of the Society, which he may have in his possession or for which he is accountable.
- f) Makes sure that all monies paid to the Club are deposited to a current account reputable financial institution as chosen by the Executive Committee.
- g) Prepares a detail account of revenues and expenditure to be presented to the Executive Committee as requested.
- h) Will be signing authority along with the President
- i) Reports to the President
- j) Carries out other duties as assigned by the Executive Committee.
- k) Is a voting member.
- l) Term: First term two (2) years, following terms one (1) year.



Registrar

Registrar duties:

- a) Responsible for advertising, organizing and operating annual Club registration.
- b) Will register all players and teams in the Club.
- c) Will compile and keep an accurate list of names, addresses and telephone numbers of all players, coaches, managers, and trainers; is in charge of necessary insurance.
- d) Reports names of coaches and assistant coaches to Executive Committee.
- e) Is in charge of all liability claims.
- f) Is the legal holder of all trophies.
- g) Corresponds with other Clubs and GELC regarding player release requests.
- h) Advises the President regarding protocol concerning release requests.
- i) Reports to the President.
- j) Carries out other duties as assigned by the Executive Committee.
- k) Is a voting member.
- l) Term: First term two (2) years, following terms one (1) year.

Website Administrator

Duties:

- a) Responsible for maintenance and content of the Club website.
- b) For the purposes of updating team information, provides means and method of access to Team Managers.
- c) Removing access capabilities, when access is no longer required, as directed by the Executive Committee.
- d) Term: First term two (2) years, following terms one (1) year.



DIRECTORS

Purpose of the Director is to cause the effective operation of their assigned area.

Duties of the Director may only apply for certain portions of the season.

Directors will attend Executive Committee meetings as required by the Committee.

Directors will report to the directed Executive Committee member.

Directors shall keep track of all volunteers and provide this information to the Executive Committee.

Director of Evaluations

Duties:

- a) Organizes evaluators and provides the list of names to the Executive Committee.
- b) Oversees evaluations.
- c) Sets up appropriate evaluation process for each division i.e.: skill sessions, scrimmages etc.
- d) Sets parity teams, when required.
- e) Provides detailed list of duties/expectations regarding volunteering at evaluations (as acknowledged by the Executive Committee).
- f) Carries out other duties as assigned by the Executive Committee.
- g) Term: First term two (2) years, following terms one (1) year.

Director of Coaching

Duties:

- a) Responsible for coach training, and maintaining an inventory of training levels / experience for the future.
- b) Coordinates with Registrar to establish a list of all coaches/assistant coaches signed up for the upcoming season.
- c) Works with Registrar to contact and designate coaches/assistant coaches for each team.
- d) Responsible for ensuring all appropriate documentation regarding coaching is received and maintained on file.
- e) Advises coaches / assistant coaches of upcoming clinics.
- f) Ensure receipts for courses are provided to the Treasurer for reimbursement.
- g) Acts as contact for coaches and assistant coaches during the season regarding problems or concerns, and reports to Board accordingly.
- h) Carries out other duties as assigned by the Executive Committee.
- i) Term: First term two (2) years, following terms one (1) year.



Director of Team Managers

Duties:

- a) Provide orientation to Team Managers at start of the season.
- b) Provides amendments of Club policy / procedures to Team Managers.
- c) Carries out other duties as assigned by the Executive Committee.
- d) Term: First term two (2) years, following terms one (1) year.

Director of Arena Operations and Scheduling

Duties:

- a) Responsible for securing facilities for Club games and practices.
- b) Responsible for scheduling all games and practices for Club.
- c) Corresponds directly with GELC regarding league scheduling.
- d) Lists or causes to be accurately listed all tournaments, clinics, fund raising events on the Club website.
- e) Carries out other duties as assigned by the Executive Committee.
- f) Term: First term two (2) years, following terms one (1) year.

Director of Fund Raising and Promotions

Duties:

- a) To organize any advertising, distribution of posters and letters to business and schools.
- b) Oversees fund raising activities.
- c) Responsible for the purchase and distribution of promotional items.
- d) Is the key contact for sponsors interested in supporting the Club.
- e) Carries out other duties as assigned by the Executive Committee.
- f) Term: First term two (2) years, following terms one (1) year.

Director of Equipment

Duties:

- a) Responsible for overseeing the disbursement and collection of equipment to teams.
- b) Responsible for evaluating the condition of equipment and making recommendations to the Executive Committee regarding the repair of the existing equipment or the purchase of additional equipment.
- c) Ensures all teams have balls, game sheets, first-aid kits and jerseys and are signed-out for season and returned post season.
- d) Responsible for maintaining an inventory of Club equipment.
- e) Responsible for ensuring all equipment is cleaned after the season.
- f) Carries out other duties as assigned by the Executive Committee.
- g) Term: First term one (1) year, following terms one (1) year.



Photo Coordinator

Duties:

- a) Set up photo schedule for the day and provide to Photographer.
- b) Provide schedule to Secretary to be posted on the website.
- c) Ensure all team managers are aware that the Player and Team Photo is included in fees.
- d) When photos delivered from Photographer, make arrangements with Team Managers for pick-up when photos are delivered from the photographer.
- e) Term: First term one (1) year, following terms one (1) year.