



## ROLES & RESPONSIBILITIES OF VELA BOARD & EXECUTIVE

**President** shall call Executive Committee meetings on a monthly or as required basis. Plan the agenda for each meeting. The President shall preside at all general meetings and Executive meetings of the Association. Recruit and fill all Board positions. Attend Island Commission meetings approximately once a month; attend BCLA AGM every fall. Be an authorized signatory on all Association expenditures. Generally, supervise all the affairs of the Association and shall be primarily responsible for the development and maintenance of the program of the Association.

**First Vice President** shall carry out the duties of the President, whenever the President is unable to do so. In the event the President resigns or is unable to complete the remainder of the term, the Vice President shall fill that role for the remainder of the term. In addition, the Vice President shall be primarily responsible for overseeing the initial coordination, proceedings and needs of the Midget and Bantam teams within the association.

**Second Vice President** shall carry out the duties of the President, whenever the President and the Vice President are unable to do so. In addition, they shall be primarily responsible for overseeing the initial coordination, proceedings and needs of the Peewee and Novice teams within the association.

**Third Vice President** shall be primarily responsible for overseeing the initial coordination, proceedings and needs of the Tyke and Mini Tyke teams within the association.

**Treasurer** shall be responsible for maintaining a set of books approved by the Board to record the financial transactions of the divisions of the Society. Be an authorized signatory on all Association expenditures. The Treasurer shall receive all monies payable to the Society and will ensure that they are properly deposited. The Treasurer shall be responsible for the payment of all debts incurred by the Society, which shall be approved by the Board. Prepares a Statement of accounts for each Board meeting. Prepares the annual budget; prepare budgets and financial statements for gaming licenses, ensure that the terms and conditions set out by the British Columbia Gaming Commission have been met. The Treasurer shall perform any other related duties as may be required. The Treasurer shall hand over all books, paper, vouchers and monies to their successor.



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**Secretary** shall be responsible for scheduling meetings, conferences, and travel, keeping adequate and accurate minutes of monthly meetings of both the Association and the Board; authorized signatory on all Association expenditures; to maintain and preserve a correct roll of the members of the Association; to preserve books, papers, documents and archives of the Association; to conduct necessary correspondence; generally perform all duties incidental to the office.

**Registrar** shall co-ordinate annual online registration in January with BCLA; co-ordinate posters and flyers for distribution to schools, newsletters, recreation centers, or any other means that seem reasonable; maintain and update team lists; ensure timely distribution of teams lists and registration forms to coaches and BCLA; contact players from previous season who have not registered.

**Coaching Coordinator** shall nominate team coaches that will be confirmed by the Board of Directors; shall develop coaching strategies and skill development for each age group; shall endeavor to observe practice sessions and games in an effort to improve the caliber of play; organize coaches meetings and keep coaches informed of Board and BCLA decisions; check with BCLA for coaching clinic dates and times; ensure coaches receive proper certification; attend Executive Committee meetings; and evaluate coaches at the end of each season. The Head Coach may delegate these duties to Assistant Head Coach Competitive (PeeWee, Bantam and Midget) and Assistant Head Coach Developmental (Mini Tyke, Tyke and Novice).

**Head Official** shall be responsible for the local supervision of referees in conjunction with the British Columbia Lacrosse Officials Association; recruit referees; organize referee meetings and keep referees informed of Board and BCLA decisions; attend head referee meetings; check with BCLA for refereeing clinic dates and times; ensure each referee receives proper certification; attends Executive Committee meetings; evaluates and assists in the development of each referee; ensure referees are booked for games and each referee is paid on a timely basis and a proper record of payment is maintained. The Head Official may delegate the duties of allocating referees to a Referee Allocator and may request the Association Treasurer to maintain the record of payment.



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**Equipment Coordinator** shall maintain a stock of equipment for the Association and shall be responsible for keeping an inventory of all equipment; distribute and collect uniforms from all teams, order new uniforms, maintain all uniforms of the Association in good playing order; shall distribute goalie equipment, and balls as necessary; maintain and distribute keys for all boxes and lock ups; maintain and update the sponsor board and registration signs at boxes and attend Executive Committee meetings.

**Manager Coordinator** shall be responsible for informing the individual team managers about any Board decisions; answering any questions that a Manager may have; updating the Managers binders every year; working with the Equipment Manager to make sure that all uniforms are in every year; attend Executive Committee meetings.

**Director of Tournaments** shall coordinate the designated Association tournaments scheduled through BCLA. The Director shall have their name as the contact person for the tournaments; organize committees; book arena and box times for games; coordinate referees; ensure that all monies payable to the Association is forwarded to the Treasurer; prepare a budget and financial statements for each tournament; and attend Executive Committee meetings.

**Director of Risk Management** shall become knowledgeable in the BCLA Risk Management Program and the British Columbia's Guide to Personal Information Protection Act; create and maintain a risk management file for the Vancouver Island Minor Lacrosse Commission (VIMLC) of BCLA and is made available to the Canadian Lacrosse Association (CLA) upon request and other risk management information; promote effective risk management within VIMLC Associations and Leagues; work with the Board to help identify major risks and make recommendations to reduce or manage those risks; act as Chair for Coaches, Managers and Volunteer Selection Committees; and attend Executive Committee meetings.

**Director of Gaming Grants & Applications** shall be responsible for overseeing and completing the application process and any follow up communication with the BC Gaming Commission. Ultimately this director will secure BC Gaming Grants every year from the province to assist with delivering youth lacrosse to our catchment communities. In addition, the director of gaming grants and applications will assist various teams within VELA who require gaming licenses for running raffles, fundraisers, etc.