

## Duties of the Executive

### a. The President shall:

- i. Chair all meetings of the Association.
- ii. Chair all meetings of the Executive and Council.
- iii. Be a signing officer of the Association.
- iv. Represent the Association, or delegate others to represent the Association, on appropriate occasions.
- v. Represent the Association on the Field Hockey Victoria Board.
- vi. Act as Chair of the Discipline Committee.

### b. The First Vice-President shall:

- i. Assume all responsibilities and perform all duties of the President during her absence or in the event of her resignation.
- ii. Assist the President in the duties of her office.
- iii. Carry overall responsibility for the playing side of the league's operations and support and provide advice to the Director of League Operations as required. In the event of the Director's absence or resignation the First Vice-President will assume the Director's role.
- iv. Act as the chair of the Nominating Committee
- v. Be responsible for the maintenance and revision of the Constitution.

### c. The Secretary shall:

- i. Keep minutes of all meetings of the Association and issue minutes to members.
- ii. Issue notices of meetings of the Association.
- iii. Conduct the correspondence of the Association.
- iv. Have custody of the records and documents of the Association, save those required to be kept by the Treasurer.
- v. Be a signing officer of the Association.

### d. The Director of League Operations shall:

- i. Oversee the activities of the League Operations Coordinators and ensure that tasks are completed in a timely fashion.
- ii. Offer support and direction to her Committee members.
- iii. Ensure that the playing objectives of the Association are met in that all teams play games on a regular basis, teams are treated fairly in terms of the use of the fields, umpiring assignments and schedule, and all teams are informed of changes to the schedule and other pertinent intonation
- iv. Compile weekly results and standings
- v. Attend Executive and Council meetings to report on the activities of her committee.
- vi. Have the following committee members reporting to her: Scheduling, Umpiring, and Facilities.

### e. The Director of Membership shall

- i. Be responsible for all administrative matters concerned with players and ensure that related tasks are completed in a timely fashion
- ii. Offer direction and support to her committee members.
- iii. Ensure that membership records are maintained in an orderly fashion.
- iv. Attend Executive and Council meetings to report on the activities of her committee members.
- v. Have the following committee members reporting to her: Pool players, Registrar, Recruitment~ Junior Liaison, and other committee members as necessary.
- vi. Maintain a register of members.

### f. The Treasurer shall:

- i. Be responsible for receiving and expending and having charge of all moneys of the Association.
- ii. Be a signing officer of the Association.
- iii. Render financial statements to the Executive, Association Members and others as required.
- iv. Deposit all funds of the Association in a registered financial institution of Canada under such accounts as may be deemed necessary in the name of the Association.
- v. Submit to the Fall General meeting a budget for the following fiscal year, recommend membership dues for the following year, and submit a financial report.
- vi. Offer direction and support to her committee members.
- vii. Maintain regular contact with the committee members.
- viii. Coordinate fund raising efforts with the Field Hockey Victoria Fund Raising Committee.
- ix. Attend Executive and Council meetings to report on the activities of her committee members.
- x. Have the following committee members reporting to her: Bookkeepers, Fund Raising, Asset Management, and Stephanie Johnson Doney Scholarship.

### g. The Director of Events shall:

- i. Oversee the activities of the Events committee members and ensure that events are staged professionally and efficiently.
- ii. Offer support and director to the committee members.
- iii. Maintain regular contact with the committee members.
- iv. Liaise with the Director of Communications to ensure that events are properly publicized.
- v. Ensure that all events are used as fund raising opportunities.
- vi. Liaise with the Field Hockey Victoria Special Events Committee.
- vii. Attend Executive and Council meetings to report on the activities of her committee members.
- viii. Have the following committee members reporting to her: Bunyan Tournament, Bridgman Cup, Masters Tournament, Finals Day, Social Events, Hosting Committees and other committee members as necessary.
- ix. Assist the President in the duties of her office.

x. Carry overall responsibility for the administrative side of the league's operations, and support and provide advice to the Treasurer and Director's of Membership, Events, and Communications. In the event of a Director's absence or resignation the Second Vice-President will assume the Director's role.

xi. Act as the chair of the Awards Committee.

h. The Directors of Communications shall:

i. Oversee the activities of the Communications Coordinators.

ii. Offer support and direction to her committee members.

iii. Maintain regular contact with her committee members.

iv. Be responsible for raising the profile of women's field hockey on Vancouver Island.

v. Ensure that members and the public are kept informed of upcoming events, the results of past events and other Association news.

vi. Liaise with Communications Committee of Field Hockey Victoria.