

## **Saint John Track & Field Club**

### **Roles & Responsibilities – Board members and Officers**

#### **BOARD of DIRECTORS**

Directors are elected at the Annual General Meeting as per the bylaws.

#### **RESPONSIBILITIES:**

- 1) Manage the affairs of The Saint John Track & Field Club.
- 2) Set the direction of The Saint John Track & Field Club through the development of a long-range plan that sets forth the purpose/mission, goals, and objectives.
- 3) Formulate and establish policies that enable implementation of the long range plan and provide direction for the management of day to day operations.
- 4) Ongoing evaluation of policies to best meet demonstrated needs.
- 5) Submit an annual budget for approval by the membership.
- 6) Maintain continuity in the organization through the development of proper structures with appropriate lines of responsibility, authority, and accountability.
- 7) Establish terms of reference of required committees, provide resources for committee functions, and establish committee-reporting procedures.
- 8) Promote good public relations for The Saint John Track & Field Club.
- 9) Attend all meetings of the Board. Directors who miss more than 3 meetings annually may be contacted by the President and asked for their resignation.

#### **QUALITIES OF A BOARD MEMBER:**

- 1) An understanding of the values of sport to the individual participant and the community.
- 2) The acceptance of responsibility and a willingness to give freely of both time and energy.
- 3) The desire to work, develop and promote the Saint John Track & Field Club.
- 4) The commitment to work with others, to be cooperative, to be objective and fair-minded.
- 5) A readiness to fully participate in meetings.
- 6) An understanding of the goals and objectives of the club and the desire to advance the organization.
- 7) Recognition of the need for equal opportunity for all members at all age and ability levels to receive the programs and services of the club.
- 8) Attend all meetings of the Board of Directors and specific assigned committees.
- 9) Observe and evaluate club programs on an ongoing basis.
- 10) Serve on committees of the Board.
- 11) Act upon and report on assigned tasks.
- 12) Be responsible to the membership

## **OFFICERS OF THE CLUB**

### **PRESIDENT**

- Shall be the Chairman of the Board of Directors and shall be, ex-officio, a member of all Standing and Ad Hoc Committees of the Club.
- Act as the "chief spokesman" and "primary" representative for the Club.
- Make all appointments to chairs of committees and submit such appointments to the Board of Directors for ratification.
- May assume other duties as necessary at the discretion of the Board of Directors.

### **PAST PRESIDENT**

- The Past President shall be defined as the Immediate Past President and may be in this office for a maximum period of two (2) terms [i.e., four (4) years] or until replaced by a new Immediate Past President.
- Shall be a member of the Board of Directors
- May accept special duties, on behalf of the Club, at the request of the President.
- The experience of the Past President shall be drawn upon in matters relating to Ad Hoc and Sub-Committees - functions and composition.

### **VICE PRESIDENT**

- Shall be a member of the Board of Directors
- In the absence or disability of the President, shall perform the duties, and exercise the powers, of the President.
- Shall carry out such specific duties as assigned by the President or Board of Directors

### **TREASURER**

- be a member of the Board of Directors
- have specific responsibility for the financial affairs of the Club
- keep a full and accurate account of receipts and disbursements in books belonging to the Club
- Have deposited all monies in the name and to the credit of the Club in such depositories as may be designated, from time to time, by the Board of Directors.
- disburse the funds of the Club in accordance with the directions of the Board of Directors or the Finance policies
- All cheques against the accounts of the Club shall be signed by the Treasurer, and by the President or designates.

### **SECRETARY**

- be a member of the Board of Directors
- hold and keep safe, for the Club any official documents as deemed necessary.
- take and prepare for publication the minutes of the meetings of the Board of Directors

### **VOLUNTEER COORDINATOR**

- Shall be responsible for recruiting and leading volunteer development in the club.
- Attend parent meetings to promote the need of volunteers.
- In cooperation with ANB will set up one clinic annually for training of new officials.
- Manage and oversee the screening policy of the club for staff, coaches and volunteers.
- Assist summer staff and be the go to person for rallying volunteers for club events.