



## **West Ferris Ringette Association**

### **Board of Directors Roles and Election Years**

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Purpose: To outline the key role and portfolio areas of the members of the WFRA Board of Directors and the year pattern in which their terms are elected. Each position is for a 2 year term unless a role is filled by the vote of the Board of Directors as opposed to being elected at a meeting of the members.

**President (even years)**

President Role Highlights: ensure plans and actions of the organization are consistent with the strategic direction of the organization, Ringette Ontario, and Ringette Canada; facilitate meetings and committees as needed; act as primary liaison with Regional partners and Ringette Ontario; Risk Manager for local span of control issues.

**Vice President (odd years)**

Vice President Role Highlights: acts for the President upon request or in their absence; serves as chair of programs or committee's as needed; become thoroughly acquainted with the President's role so as to assist as needed; assists other board members as needed; upon their request or in their absence.

**Treasurer (even years)**

Treasurer Role Highlights: The Treasurer will be one of the Corporations members with signing authority. They will work with the Board to develop an annual budget, monitor funds going into and out of the Corporations account, work closely with the bookkeeper and volunteer auditors to monitor the Corporations finances, and reports on the same to the Board and the membership.

### **Secretary (odd years)**

Secretary Role Highlights: The Secretary will be responsible for the documentation of all the amendments of the corporations bylaws, will ensure that all official documents and records of the corporation are kept, record the minutes of all meetings, will prepare to each meeting of the members and all other meetings a report of all activities since the previous meetings of the members or other meetings, will give notice to the members of the meeting of the members, the secretary will issue notices to board members and an agenda for all board meetings, the secretary will ensure all minutes are communicated to the webmaster for posting on the WFRA website, the Secretary will adhere to timelines related to the scheduling and planning of the AGM, posting list of candidates, providing members list of any bylaw amendments, and other duties that may be requested from the board as needed.

### **Director 1: Communications/Community Liaison (odd years)**

Communications/Community Liaison Role Highlights: The Director with this Portfolio will develop and facilitate the association's overall communication plan. This includes communication to the membership and the community at large via email/social media/press releases. They will be highly engaged in the planning and implementation of the association's community engagement activities. They will liaise with community partners and businesses to solicit sponsorships to support the financial viability of the Corporation. This includes finding sponsorships from both new and existing partners to sponsor house league teams, sponsor planned events such as tournaments, and to fill other financial needs of the Corporation as possible.

### **Director 2: Volunteers (even year position)**

Volunteer Role Highlights: ensure all volunteers, board members, coaches, trainers, managers, etc have mandatory qualifications as per Ringette Ontario standards; clearly communicate these standards and expectations to active association volunteers or those seeking to volunteer; collaborate with Registrar to ensure all volunteers have the appropriate police checks; collaborate with Registrar, the Board, and other association members to recruit, retain, and facilitate the engagement of volunteers across association programming.

### **Director 3: Registrar (odd years)**

Registrar Role Highlights: The Registrar will coordinate and facilitate the registration of all members of the WFRA through the Ringette Ontario registration system. This will include supporting the development of Rep team TRF's, player transfer agreements, two team agreements, etc. The Registrar will work with the Board to establish yearly registration packages, including payments, reimbursements of credits, etc.

### **Director 4: Rep Director (even years)**

Rep Programming Role Highlights: The Director of Rep Programming is the key support, coordinator, and facilitator of rep programs. This includes: advertising for rep coaching applications and facilitating the evaluation and selection of applicants; coordinating and ensuring the facilitation of rep tryouts including recruitment of evaluators; evaluating team viability and engaging in discussions regarding level of play; supporting team bench staff in ensuring completion of TRFs, etc; and being the first line of contact regarding issues that arise within the rep programs.

### **Director 5: Ways and Means (Odd years)**

Ways and Means Role Highlights: submit monthly reports for Bingo's and yearly reports for Nevada accounts with the Corporation of the City of North Bay; coordinate biweekly Bingo's. They will work collaboratively with teams and members to facilitate the production of a raffle license and reporting requirements related to the same.

### **Director 6: Ice (even years)**

Ice Role Highlights: The Director of Ice will manage ice contracts with the Corporation of the City of North Bay and others as needed; develop and revise the house league schedule; schedule standard Rep Practices and tryouts, as well as scheduling ice for special events such as the Christmas Skate; communicate with various Directors and coaches to determine their ice needs; and communicate issues with the ice schedule and contract with the Executive.

### **Director 7: House League (odd years)**

House League Role Highlights: The Director of House League programming will lead, coordinate and facilitate all aspects of house league programming. This includes planning and facilitating evaluation and conditioning ice, regular season and playoffs of all divisions, drafting of teams in all divisions, the East-West event, the end of year banquet, and other house league related tasks as needed in a manner collaborative with the other members of the Executive.

### **Director 8: Equipment (even years)**

Equipment Role Highlights: The Director of the Equipment Program shall be responsible for all playing equipment owned by the association and keeping it organized and accessible when needed; ensuring all association equipment is in good repair; assigning association equipment; preparing current loan agreements and filling out for each player; keeping an accurate inventory of all association equipment and property; ensuring that all association equipment is returned and stored at the end of each season; consulting with all coaches to determine equipment needs; ordering required equipment; assist in bringing required equipment to association events such as Come Try Ringette For Free; communicating with Publicity Director and Web Director in regards to equipment pick up and return dates so that it can be communicated to players and parents; monitoring and reporting on the equipment aspects of the association budget to the Treasurer.

### **Referee in Chief (even years)**

Referee-In-Chief Role Highlights: The Referee-in-Chief is responsible for the recruitment, retention, development, evaluation, scheduling, and tracking of hours of referee's and minor officials; coordinating with the Director of Ice and Directors of House League Programming and Rep Programming to schedule referees and minor officials as needed; work with referees and minor officials to track their hours, then communicate these hours to the Treasurer to ensure payment; provide or facilitate the provision of ongoing training and evaluation of referee's and minor officials.