

# ONTARIO LACROSSE ASSOCIATION 2019 ANNUAL GENERAL MEETING

## BOARD OF DIRECTORS JOB DESCRIPTIONS

*Note:* The information contained in this section is not intended to be an all-inclusive list of the duties and responsibilities of each position. The President may, at his or her discretion, assign or reassign duties and responsibilities to these roles at any time. Board of Directors approval is required for each position to act on their responsibilities. All positions report directly to the President.

### **PRESIDENT**

1. Presides over all meetings of the Association;
2. Delegates duties to the Vice Presidents and Governors;
3. Chairs applicable discipline committees;
4. Acts as a liaison to the Ministry of Tourism, Culture and Sport;
5. Represents the Association at other organization's conventions, conferences and/or meetings;
6. Co-signing officer of Association's finances and contracts;
7. Coordinates the affairs of the Association;
8. Ex-officio member of CLA and OLA committees;
9. Receives nominations for OLA Life Memberships and presents these nominations for approval;
10. Prepares a year-end report for inclusion in the Annual General Meeting handbook.

### **VICE PRESIDENT ADMINISTRATION (Field, Major, Minor)**

1. Appoints committee members and chairs OLA League council/committee meetings and coordinates all functions related to each sector;
2. Communicates information from Board of Directors meetings to each sector, including new policies or guidelines that come into effect;
3. Presents administrative policies and procedures for approval by the Board of Directors;
4. Monitors the operation of appropriate councils, zones and leagues;
5. Approves appropriate league, playoff and/or provincial schedules;
6. Prepares a year-end report for inclusion in the Annual General Meeting handbook.

### **VICE PRESIDENT OPERATIONS (Finance)**

1. Oversees registration of clubs at OLA's Annual General Meeting and Semi-Annual General Meeting;
2. Updates and reports financial status to the Board of Directors;
3. Prepares budgets for Government Funds & Grants, as well as general operations (including fine and bond procedures);
4. Reviews potential revenue resources in consultation with VP Promotions;
5. Receives input from committee chairpersons related to financial operation and present this information to the Board of Directors for approval;
6. Responsible for accounts payable and receivable;
7. Co-signing officer of Association's finances;
8. Presents annual audit results to the membership.

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### **VICE PRESIDENT TECHNICAL (Coaching)**

1. Presides over all committee meetings related to coaching;
2. Coordinates all development matters related to coaching, including certification clinics, resources and materials, guidelines and technical bulletins;
3. Communicates with appropriate council, committee and league representatives when new coaching information becomes available;
4. Compiles and arranges the coaching database;
5. Acts as a liaison between committees, councils and leagues and the Board of Directors in matters related to coaching;
6. Seeks new opportunities for coaching professional development;
7. Reviews rule change proposals and provide input;
8. Prepares a year-end report for inclusion in the Annual General Meeting handbook.

### **VICE PRESIDENT TECHNICAL (Officiating)**

1. Presides over all committee meetings related to officiating;
2. Coordinates all development matters related to officiating, including certification clinics, resources and materials, guidelines and technical bulletins;
3. Communicates with appropriate representatives when new officiating information becomes available;
4. Compiles and arranges the officiating database;
5. Acts as a liaison between committees, councils and leagues and the Board of Directors in matters related to officiating;
6. Seeks new opportunities for officiating training and development;
7. Reviews rule change proposals and provides input;
8. Reviews with each VP of Administration to ensure that there are an adequate number of qualified officials on staff annually;
9. Ratifies assignments of officials for all games;
10. Assists the President in negotiations between the OLA and OLRA;
11. Recommends minimum suspension guidelines, where appropriate;
12. Prepares a year-end report for inclusion in the Annual General Meeting handbook.

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### VICE PRESIDENT DEVELOPMENT

1. Participates in the active promotion of the sport of lacrosse in the province of Ontario with measurable goals for increasing registration numbers in existing associations and identifying potential areas of growth;
2. Acts as Quest for Gold program coordinator;
3. Acts as Team Ontario program coordinator;
4. Acts as In-School program coordinator;
5. Assists associations in volunteer recruitment and long-term planning;
6. Examines grassroots, house league and fundamental development opportunities for lacrosse programs;
7. Examines elite, high performance development opportunities for lacrosse programs;
8. Prepares a year-end report for inclusion in the Annual General Meeting handbook.

### VICE PRESIDENT PROMOTIONS

1. Participates in the active promotion of the sport of lacrosse in the province of Ontario with measurable goals for increasing registration numbers in existing associations and identifying potential areas of growth;
2. Develops an annual promotions package for associations to actively promote lacrosse within their communities;
3. Develops media communication opportunities and relationships to positively reflect the sport of lacrosse;
4. Responsible for the OLA's Awards and Trophies program;
5. Coordinates the OLA's SAGM Agenda, speakers and modules;
6. Assists associations in fundraising opportunities and long-term planning;
7. Provides support to new club representatives;
8. Coordinates survey feedback from major OLA events (SAGM, Ontario Lacrosse Festival, AGM);
9. Monitors club compliance with all OLA requirements;
10. Prepares a year-end report for inclusion in the Annual General Meeting handbook.

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## NOMINATION TO THE BOARD OF DIRECTORS

### Even-Numbered Years (N/A for 2019)

President

*Currently held by Marion Ladouceur*

Name of Nominee:

Contact:

Second (2<sup>nd</sup>) VP Administration (Minor)

*Currently held by Jennifer Matheson*

Name of Nominee:

Contact:

Fourth (4<sup>th</sup>) VP Administration (Field)

*Currently held by Andree Davis*

Name of Nominee:

Contact:

Sixth (6<sup>th</sup>) VP Technical (Officiating)

*Currently held by Frank Lawrence*

Name of Nominee:

Contact:

Eighth (8<sup>th</sup>) VP Promotions

*Currently held by Sonya Crossey*

Name of Nominee:

Contact:

Submitted by:

Position / Capacity:

Signature:

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### Odd-Numbered Years (2019 Elections)

First (1<sup>st</sup>) VP Administration (Major)

*Currently held by Jim Bomhof*

Name of Nominee:

Contact:

Third (3<sup>rd</sup>) VP Operations (Finance)

*Currently held by George MacDonald*

Name of Nominee:

Contact:

Fifth (5<sup>th</sup>) VP Technical (Coaching)

*Currently held by Rick Phillips*

Name of Nominee:

Contact:

Seventh (7<sup>th</sup>) VP Development

*Currently held by Michael Varanesi*

Name of Nominee:

Contact:

Submitted by:

Position / Capacity:

Signature: \_\_\_\_\_