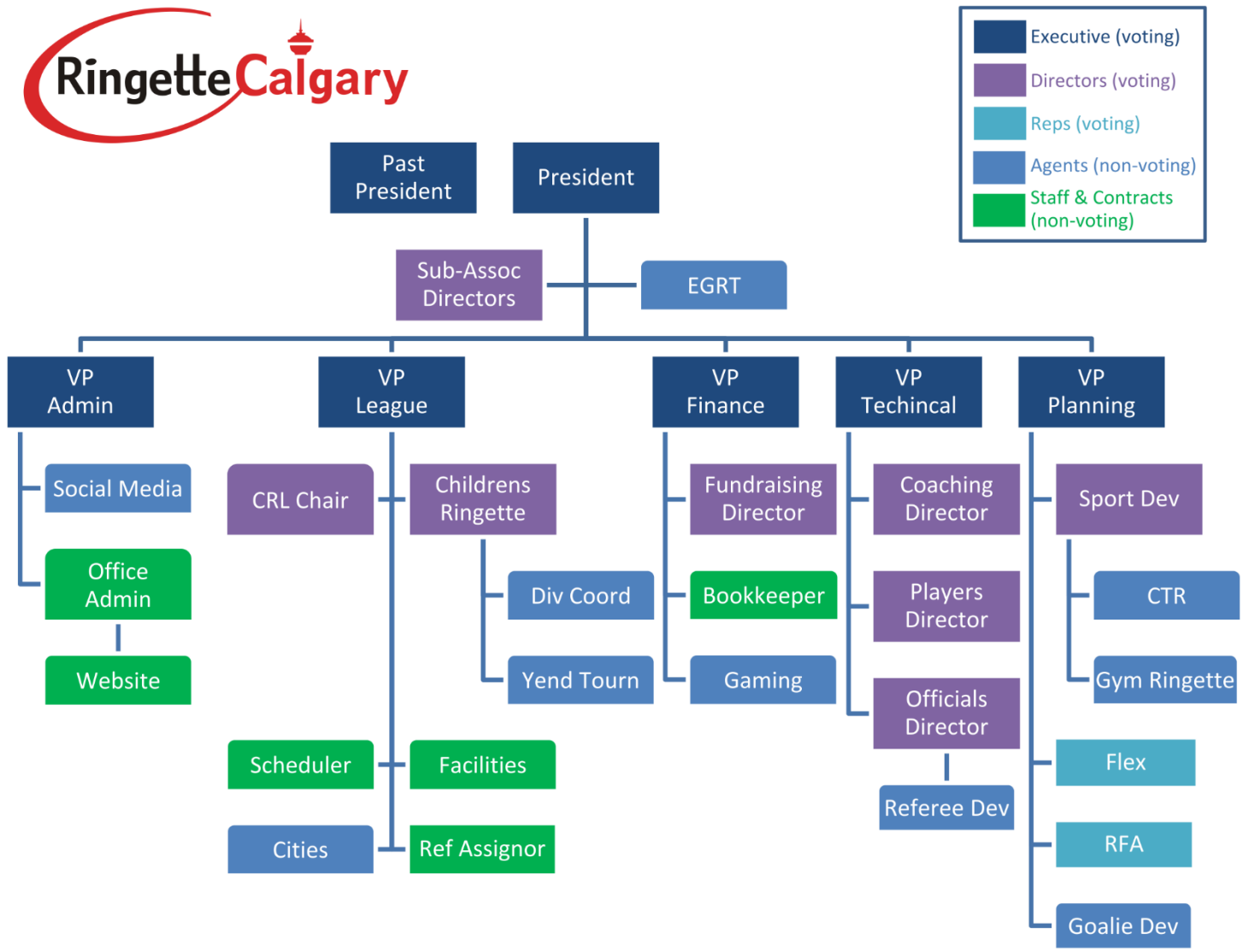


4. The Board of Directors



4.1 Executive Officers:

- All Executive Officers except the Past President shall be elected at the AGM of the Association:

ODD Year Elections:	VP League	VP Finance	VP Planning
EVEN Year Elections:	President	VP Administration	VP Technical
- Only a member who has served on the Board for a minimum of two (2) full years, one of which is immediately prior to nomination, may be nominated for President.
- Elections for partial terms where a vacancy has occurred will take place at the AGM.
- The term of office of Executive Officers shall be 2 years.
- There is no restriction to the number of consecutive terms for Executive Officers.

- For all Executive Officer positions other duties may be established by the Board as required.

4.1.2 President

- Calls and Chairs meetings of the Association, the Board, and the Executive,
- Is responsible for the overall direction of the Board and general supervision over the affairs of the Association,
- Is the main spokesperson for the Association,
- Performs other such duties as may from time to time be established by the Board,
- Is an ex officio member of the committees of the Association (the President may be a voting OR a non-voting member of the committees)

4.1.3 Past President

- Attend RC meetings
- Is a voting member, attends meetings and hearings as required
- Pursues nominations for open positions and AGM
- Advises the current President and Board of correct procedures, policy, and precedent

4.1.4 VP Administration

- Attend RC meetings
- Assists the President as required
- Supervises work of any paid or unpaid administrative staff of the Association
- Ensures that appropriate Contracts & Agreements are in place for paid staff, leases, etc.
- When applicable, oversees the Association office as required
- Ensures that the Association Annual Return, changes in Directors, amendments in the Bylaws, and other incorporating documents are filed with Corporate Registry as required
- Updates Association policy as required
- Manages the “WCRC Legacy Scholarship”
- Oversees:
 - Social Media
 - Office Admin
 - Website

4.1.5 VP League Operations

- Attend RC meetings
- Ensure that league policy is updated and applied
- Chair the annual Coaches Meetings for Children’s Ringette
- Works with CRL Chair to ensure Chinook League success
- Oversees:
 - City Championships
 - Children’s Ringette
 - Division Coordinators
 - Yearend Tournament
 - Scheduler
 - Facilities

4.1.6 VP Finance

- Attend RC meetings

- Responsible to make certain that the accounting records and actions are accurate and to ensure that the books of the Association are audited at least once a year
- Oversees any paid or unpaid bookkeeper of the Association as required
- Annually:
 - Review budget – RCA bookkeeper generates and VP Finance reviews and make changes
 - Arrange for 2 board members to do financial review
- Monthly:
 - Attend RCA board meetings to present financial statements/budget and any motions to do with financials
 - Review bank statements
 - Review all financial reports to make sure everything is running within budget and invoicing is paid/received in a timely manner
 - Review and approve Telpay transactions/act as authorized signing officer for Telpay
- Miscellaneous:
 - Act as a signor for cheques, on-line banking, bill payments and transfers
 - Interface with RCA bookkeeper for any concerns/updates/etc.
 - Act as RCA board representative in dealing with the Bank
- Oversees:
 - Fundraising Director
 - Gaming Rep

4.1.7 VP Technical

- Attend RC meetings
- Coaching, Officials and Player Development
- Respect in Sport – monitors program certification for all team staff and provides reports to all sub-associations
- Works with Office Admin to organize clinics in Calgary
- Oversees:
 - Coaching Director
 - Officials Director
 - Ref Assignor
 - Referee Development

4.1.8 VP Planning

- Attend RC meetings
- Short and long-term strategies and planning
- Program development and implementation
- Oversees:
 - Sport Development
 - Come Try Ringette
 - Gym Ringette
 - Goalie Development
 - Flex Ringette
 - Ringette for All

4.3 Elected Directors (Voting):

The Elected Directorships shall include (but are not limited to):

4.3.1 CRL Chair

- Attend RC meetings.
- Responsible for running the Chinook League (U12+)
- Work with VP Operations:
 - ensure that policy updates are made as required
 - Ensure that existing policy is applied
- Chair the CRL Coaches Meetings
- Chair and oversee Chinook League Sub-Committee
- Oversees and trains Division Coordinators
- Reports to VP League

4.3.2 Children's Director

- Attend RC meetings
- Oversees AS and U10 program
- Ensures LTAD protocols are being followed
- Works with the Division Coordinators
- Oversees Yearend Tournament
- Reports to VP League

4.3.3 Fundraising Director

- Attend RC meetings
- Seek and maintain long and short-term grants
- Seek donations and sponsorship
- Reports to VP Finance

4.3.4 Coaching Director

- Attend RC meetings
- Attend Coaches Meetings
- Organize Coaching Sessions & Initiatives for Zone 3
- Reports to VP Technical

4.3.5 Sport Development Director

- Attend RC meetings
- Participation and promoting the opportunities and benefits of participation
- Oversees Come Try Ringette programs for Zone 3
- Oversees Gym Ringette Program for Zone 3
- Reports to VP Planning.

4.4 Appointed Directors (Voting):

The ex officio Appointed Directorships of Affiliate Member Groups shall include (but are not limited to):

4.4.1 Officials Development

- Attend RC meetings
- Liaise with the Officials Committee and ensure collaboration between that committee and the Board of Directors
- Reports to VP Technical

4.4.2 Sub-Association Directors (NW, BV, SCAL, AA)

- Attend RC meetings
- Liaise with respective Sub-Associations and ensure collaboration between those committees and the RC Board
- Attend or send representation to CRL Meetings
- Attend disciplinary hearings as required
- Reports to President

4.5 Reps (Voting):**4.5.1 Flex Ringette Rep**

- Attend RC meetings
- Promotes and organizes Flex Ringette program
- Submits a final report including financial statement
- Reports to VP Planning

4.5.2 Ringette for All Rep

- Attend RC meetings
- Promotes and organizes Ringette for All program.
- Submits a final report including financial statement
- Reports to VP Planning

4.6 Agents (Non-Voting):**4.6.1 Social Media**

- Responsible for Social Media updates and posts
 - Facebook
 - Twitter
 - Instagram
- Reports to VP Admin

4.6.2 Division Coordinator (AS/U10)

- Works with the Children's Director to monitor league play
- Communicates with team staff
- Distribute Coach/Manager contact list to divisions
- Assists with the Yearend Tournament
- Reports to Children's Director

4.6.3 Yearend Tournament

- Works with the Division Coordinators and volunteers to organize the AS and U10 friendship tournaments
- Submits a final report including financial statement
- Reports to Children's Director

4.6.4 Gaming

- Responsible for Bingos and Casinos
- Scheduling of Volunteers
- Completing reports with the assistance of the RC Bookkeeper, as required by AGLC
- Reports to VP Finance

4.6.6 Referee Development

- Works with the Officials Director to develop and implement programs for Zone 3 to:
 - Attract new officials
 - Train existing officials
 - Promote longevity of officials
- Set up and run pre-season and pre-playoff meetings
- Setting up mentoring games at start of year
- Coordinate with Evaluation Coordinator/Dev Coordinator: evaluations, feedback
- Coordinate with RIC: updating Referee Handbook, playoff rule distribution, forwarding complaints, discussing disciplinary action.
- Reports to Officials Director

4.6.7 Come Try Ringette

- Works with the sub-Associations to host Come Try Ringette events
- Reports to Sport Development Director

4.6.8 Gym Ringette

- Promotes Gym Ringette to local schools
- Arranges for booking, pick-up, delivery, and maintenance of gym ringette equipment as required
- Reports to Sport Development Director

4.6.9 Goalie Development

- Works with the sub-Associations to implement goalie recruitment and training events
- Reports to VP Planning

4.6.10 Esso Golden Ring

- Liaise between the Esso Golden Ring Committee and the Board of Directors
- Submits a final report including financial statement
- Reports to President