

EXECUTIVE JOB DESCRIPTIONS

Role of President -

The president is the chair of the Board and is responsible for supervising the other directors in the execution of their duties. The president is the spokesperson for the Board and the Society and oversees all aspects of the Society.

Role of Vice-president -

The vice-president is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act.

- a) Mission/Vision
- b) Strategic Plan
- c) Guiding Principles

Role of Secretary -

The secretary is responsible for doing, or making the necessary arrangements for, the following:

- a) Issuing notices of general meetings and directors' meetings;
- b) Taking minutes of general meetings and directors' meetings;
- c) Keeping the records of the Society in accordance with the Act;
- d) Conducting the correspondence of the Board;
- e) Filing the annual report of the Society and making any other filings with the registrar under the Act.

Role of Treasurer -

The treasurer is responsible for doing, or making the necessary arrangements for, the following:

- a) Receiving and banking monies collected from the members or other sources;
- b) Keeping accounting records in respect of the Society's financial transactions;
- c) Preparing the Society's financial statements;
- d) Making the Society's filings respecting taxes

DIRECTOR / COMMITTEE DESCRIPTIONS

FINANCIAL / COMMUNITY DIRECTOR -

The Financial/Community Director will oversee the following committees/functions and report on their activities to the Board:

- Finance Committee
- Land Acquisition Ad Hoc Group
- Website
- Fundraising
- Sponsorship
- Membership
- Grant Writing

EQUIPMENT DIRECTOR -

The Equipment Director will oversee the following committees/functions and report on their activities to the Board:

- Race teams equipment *one person from each team*
- Uniforms/Clothing
- Club Videos & Pictures

EVENTS DIRECTOR -

The Events Director will oversee the following committees/functions and report on their activities to the Board:

- Social
- Community events (Pat Gibson will do Terry Fox Run)
- Sunshine
- Communications- Hoda Ghamrawy

PERSONNEL/TRAINING DIRECTOR

(office may be held by Vice or President)

The Personnel/Training Director will oversee the following committees/functions and report on their activities to the Board:

- Safety
- Fitness
- Coaches
- Steerspeople
- Team Captains
- Team Managers

PAST PRESIDENT DIRECTOR

- Boat/skiff maintenance
- Board recruiting

Boat cleaning

Towel washing