



Board of Directors Roles and Responsibilities

Background:

The responsibilities of the Executive of the Club are set out in Article 6 of the Club Constitution 2007. Article 6e of the Constitution gives authority to the Executive to “determine the duties of other Director Positions”. The purpose of this document is to layout the duties of the “other Director positions” and to provide more details on other duties that the Board wishes to assign to the Executive.

In general all Directors are responsible for:

- attending and participating at Board meetings;
- providing input to the Club budget and managing the budget for their position;
- providing monthly updates on their activities to the Board: and
- preparing and presenting an Annual Report at the AGM.

The following “Statement of Roles and Responsibilities,” was approved by the Board of Directors at the January 28, 2007 - General Meeting.

There are 2 types of responsibilities:

1. Constitutional Responsibilities - assigned to positions in the Club Constitution.
2. Administrative Responsibilities - assigned to positions by the Board of Directors.

The President

Constitutional Responsibilities:

- Prepare the proposed agenda and preside at all Board of Director [BoD] meetings;
- Sit as ex-officio member of all Club committees, except for a nominations committee;
- At all meetings, votes only in the case of a tie;
- Appoint all chairs of standing and special committees subject to ratification by the BoD;
- Club Head Coach reports to this position;
- Coordinate all duties of the Board of Directors, committees, staff; and office procedures
- Act as spokesperson for the Club.

Administrative Responsibilities:

- Prepare the proposed agenda and preside at all BoD meetings;
- At BoD meetings votes only in the case of a tie;
- Sits as an ex-officio member of all Club Committees. The President shall cast the deciding vote in the event of a tie at any committee meeting at which he/she is attending;
- Appoints an acting President from the BoD as required; and
- Oversees all administrative personnel, consulting staff and office procedures.

Vice President

Constitutional Responsibilities:

- The Vice-President shall act in the absence of the President and shall have other powers as assigned by the Board of Directors.

Administrative Responsibilities:

- Coordinates the activities of administrative personnel, consulting staff and office procedures;
- Review the Club Bylaws prior to the AGM to ensure that all proposed amendments to the Bylaws are posted on the Club website at least 30 days prior the AGM;
- Ensure the maintenance of a current version of the Bylaws and all official documents and correspondence of the;
- Coordinate new director orientation - generate folders for new board members with President, including contact information, event calendar, policy forms, board member job description, and whatever else that would be considered valuable to a board member's experience;
- Prepare for executive board transitions with President, including goals, agenda, job descriptions, ideas for new executive, and calendars for the upcoming year;
- Attend team organization meetings as required;
- Represent organization at official functions, as needed;
- Coordinate organization elections;
- Coordinate and oversee all Club activities;
- Maintain and propose policies, procedures and standards;
- Take on projects, assignments and attend events for NHSC to aid in achieving the Club's overall goals; and
- Head Referee, Office Administrator and Registrar report to this position.

Treasurer

Constitutional Responsibilities:

The Treasurer shall:

- Ensure that full and accurate records are kept of the accounts of the Club; and
- Report to the Board of Directors at least once per quarter; and

Administrative Responsibilities:

- Prepare in conjunction with the BoD an annual operating budget for the Club;
- Manage all financial transactions for the Club; and
- Ensure the books are reviewed independently when required.

Secretary

Constitutional Responsibilities:

The Secretary shall:

- Take and maintain a record of all minutes of the organization;
- Maintain copies of all committee reports;
- Notify officers and committee members of their election or appointment;
- Sign all certified copies of acts of the organization (unless otherwise specified in the Club's published rules);
- Maintain record books in which bylaws, published rules and minutes are entered and have the current record books available at each meeting;
- Arrange to publish notice of general meetings;
- Send to the Board of Directors notices of each meeting;
- Conduct the general correspondence of the organization that is not the proper function of another office or committee;
- Prepare, prior to each meeting in consultation with the presiding officer an order of business; and
- In the absence of the president and vice-president, preside until the immediate election or appointment of a new presiding officer.

Other Director Positions

The **Directors of Youth Competitive Programs Girls and Boys** shall:

- Have prime responsibility within the Club for youth soccer;
- In conjunction with the Head Coach, provide recommendations to the BoD regarding the number of teams to field in each age group, and at which levels; and
- In conjunction with the Head Coach, provide recommendations to the BoD regarding indoor leagues, technical development programs, equipment requirements, coaching development, and referee development.

The **Director Recreational** shall:

- Have prime responsibility within the Club for youth recreational soccer; and
- Undertake any assigned special projects.

The **Director Seniors** shall:

- Have prime responsibility within the Club for men's and women's senior competitive and recreational soccer; and
- Undertake any assigned special projects.

The **Director Public Relations and Promotions** shall:

- Plan and direct development and communication of information designed to keep public informed of Club programs; publicity media advertising; newspaper, radio, TV, schools, local events;
- Purchase advertising space and time as required;
- Disseminate facts and information about Club activities or programs to general public
- Develop promotional projects such as registration campaigns or fund raisers;
- Seek input from and solicit support of the Club's paid staff in support of all promotional initiatives;
- May confer with production and support personnel to coordinate production of television advertisements and on-air promotions;
- Pursue partnerships, giving opportunities; i.e.: Trillium Foundation, Masonic Temple, Ontario Lottery, Bell TrueSport, McDonalds, Tide, etc.;

- Member of facilities development committee [considered a high priority];
- Manage advertising budget;
- In collaboration with Club webmaster manage web site to ensure; format is effective, content is current and site maximizes communication with members, the public, etc.; and
- Provide liaison between office staff and directors to ensure awareness of affecting activities.

The Director of Fields and Equipment shall:

- Develop and maintain a long-term facilities plan to include a repair and maintenance schedule, proposals for improvements or expansion, as well as annual cost estimates for repair and maintenance, and a budget for any capital improvements or major expenditure;
- In collaboration with Leagues, Schools, City, Club teams and/or Program Convenors obtain field permits and arrange field marking required for competitive/recreational leagues, tournaments, programs and special events games and/or practices;
- Perform field scheduler role for competitive league games;
- Facilitate any expansion or improvement plans designed to enhance, improve or make changes to the Hotspurs' facilities;
- Oversee the purchasing of equipment and allocation of fields; and
- Work in co-operation with Director, and Head Officials, as required to support events such as Ontario Cup, league final matches, special events, etc.

The Director at Large Marketing and Sponsorship shall:

- Prepare an overall sponsorship and marketing strategy for the Club;
- Approach corporations and others for sponsorship;
- Manage all Club sponsorship and marketing agreements; and
- Maintain a favourable public image of the Club.

The Director at Large Tournaments shall:

- Oversee the organization and operation of the tournaments of the Club;
- Oversee the activities of the tournament committees;
- Satisfy all EODSA tournament operation regulations and requirements;
- Recruit volunteers for various roles and responsibilities;
- Prepare a report on each tournament that is to be submitted to the BoD in a timely manner after the completion of each tournament; and
- Collect and make available to Club membership information on tournaments.

The Director at Large Volunteers and Screening shall:

- Recruit volunteers and coordinate their activities in support of the Club;
- Have prime responsibility for all of the Club's Screening and Privacy Policies; and
- Coordinate organization recruitment efforts.