

Role Outlines

President

Name of Club:

Role: President

Responsible to: Board of Directors

Name of Volunteer:

Start Date:

End Date:

Qualifications:

- Be a current member of <<insert club name>>
- Be in good standing with the provincial and national associations
- Be at least eighteen (18) years of age
- Not hold the status of bankrupt
- Completed the Sport for Life Board training

Typical Responsibilities:

- Act in a fair and ethical manner
- Have a clear understanding of the club's rules, policies, constitution, and by-laws, and abide by all of these
- Chair regular Board meetings and the Annual General Meeting (AGM)
- Chair one or more of the club's committees
- Communicate with various members of the club
- Be actively involved in creating and adhering to a Strategic (long-term) and Annual (short-term) Plan
- Oversee the club's goals and ensure these align with the Strategic and Annual plans
- Represent and promote the club in the community and at local, provincial, and national events
- Assist the club in fulfilling its legal and financial responsibilities
- Arrange for handover or succession planning for the position
- Take responsibility for personal conflicts of interest and declare, record, and manage these appropriately

This template is not intended to be conclusive – please adapt it to suit your club's needs

Secretary

Name of Club:

Role:

Secretary

Responsible to:

Board of Directors

Name of Volunteer:

Start Date:

End Date:

Qualifications:

- Be a current member of <<insert club name>>
- Be in good standing with the provincial and national associations
- Be at least eighteen (18) years of age
- Not hold the status of bankrupt
- Completed the Sport for Life Board training

Typical Responsibilities:

- Act in a fair and ethical manner
- Organize and attend Board meetings and the Annual General Meeting (AGM).
 - This includes making arrangements (venue, date, time) and sending adequate notice of the meetings
- Take, file, and distribute minutes of each meeting
- Read, reply, and file correspondence promptly
- Submit forms to the provincial and national association to maintain status
- Ensure insurance is up to date and relevant
- Maintain up to date records and files of all members, sponsors, and life members
- Maintain files of legal documents (constitution, by-laws, leases, etc.)
- Arrange for handover or succession planning for the position
- Take responsibility for personal conflicts of interest and declare, record, and manage these appropriately

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Treasurer

Name of Club:

Role:

Treasurer

Responsible to:

Board of Directors

Name of Volunteer:

Start Date:

End Date:

Qualifications:

- Be a current member of <<insert club name>>
- Be in good standing with the provincial and national associations
- Be at least eighteen (18) years of age
- Not hold the status of bankrupt
- Completed the Sport for Life Board training

Typical Responsibilities:

- Act in a fair and ethical manner
- In collaboration with the President and Finance Committee, prepare the club's annual budget, present it to the Board for approval, and ensure the club adheres to the budget
- Keep up to date financial records
- Report to the Board regularly on all financial matters
- Produce an end of year financial report
- Identify a suitable individual to independently review the annual accounts
- Create invoices and pay all bills as approved by the Board
- Collect fees and payments
- Deposit cash and cheques in a timely manner
- File the appropriate forms to fulfill the club's legal and financial responsibilities
- Adhere to the club's financial policies and procedures
- Arrange for handover or succession planning for the position
- Take responsibility for personal conflicts of interest and declare, record, and manage these appropriately

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