

# Ringette Association of Burlington

*Organizational Structure*

*and*

*Role Description*

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## ***RAB DIRECTORS AND STAFF CODE OF CONDUCT***

I have read and understood the Code of Conduct as outlined below. I will follow them to the best of my ability and be responsible for my actions. Any set forth consequence will be accepted for my actions. I understand I am a representative of the association and will act accordingly.

As a director for the Ringette Association of Burlington, I shall:

- Read and abide by the Ringette Association of Burlington Constitution, specifically:
  - Act honestly and in good faith with a view to the best interests of the Corporation; and
  - Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- Attend at least 65% of the Executive meetings and not miss more than 2 consecutive meetings.
- Ensure performance of the executive duties outlined in my role description.
- Provide a regular report of progress to the Secretary for the monthly Executive meeting.
- Document an annual plan for my role, as well as provide a final report for the Annual General meeting.
- Protect the Confidential Information that comes into my purview as part of my executive duties.
- Not divulge personal information of RAB members (players, parents, coaches or others) unless authorized by the individual.
- Protect all assets of the association in my possession and return such asset upon termination of my involvement as Director.

I understand that to be a Blast executive, I must comply with this Code of Conduct and that my failure to do so could result in disciplinary action against me including suspension from my team and/or association.

## ***RAB DIRECTORS (VOTING MEMBERS)***

### **PRESIDENT**

The President of RAB is responsible for the overall operations and supervision of all activities associated with RAB.. They shall exercise authority through the elected and appointed members of the Board as provided for in the Constitution.

The President shall have the power and authority to:

1. Preside as Chair, and coordinate, all Annual, Special Meetings and Board meetings of the RAB.
2. Oversee all activities of the Board, and ensure adherence with RAB constitution and governing requirements of SRRA, GLRL, Ringette Ontario and Ringette Canada.
3. Appoint all committees as may be necessary.
4. Develop and maintain various RAB committee mandates (e.g. Disciplinary Committee, Team Formation Committee, etc...).

5. Sit as an ex-officio member of all RAB committees, except as provided for elsewhere in the Governing documents of the RAB.
6. Attend, or designate someone to attend on their behalf, all SRRA, GLRL and RO. Represent, or designate a RAB executive board member, to attend, as required, all league meetings on behalf of the RAB.
7. Act as the official spokesperson for the RAB.
8. Suspend, in cases demanding immediate action, any Coach, Manager, Player, Trainer, Referee until dealt with by the Disciplinary Committee.
9. Dispense, upon the recommendation of the Discipline and Appeals Committee, discipline in accordance with the RAB and governing bodies' Code of Conduct.
10. Appoint no less than four (4) Board Members, President included, to hold "signing authority" over RAB held bank account(s).
11. Receive from any RAB member any formally submitted recommendations for amendments to the Bylaws.
12. Perform other duties as determined from time to time or as required by the RAB Board.
13. Not vote except in the case of a tie. He/she shall cast the deciding vote.
14. Actively engage with the RAB community (coaches, parents, volunteers) to seek actionable feedback and promote engagement and volunteering.
15. Preparing or update the following documents for the AGM:
  - a. President Summary Report

### 1st VICE-PRESIDENT

The first vice-president is the second senior member of the Board. He/She is required to assist the President should they need to substitute for and/or assume the duties and responsibilities of the President in the event of their absence. In addition, the 1<sup>st</sup> Vice-President holds the following responsibilities

1. Perform the duties of the President in his/her absence or at his/her request, and he/she shall then have all the powers and rights of the President.
2. Assist the President in performing his/her duties.
3. Work with RAB Directors to develop and maintain a Procedure manual for the following functions:
  - Blast Tournament
  - Referee in Chief
  - Marketing and Media Liaison
  - Web administration
  - Coaching Development
  - Player development
4. Develop and maintain a planning guide for the Secretary and the President to monitor on-time completion of the major tasks associated with the above functions.
5. Oversee and assist in the activities of the Disciplinary committee.
6. Work with the committee regarding awards and recognition of the RAB members.
7. Hold the position of chairman of any ad hoc or any standing committee as required.

8. Work as Arena Convenor at the Annual Blast Tournament.
9. Update the 1<sup>st</sup> Vice-president Procedure manual each May.
10. Actively engage with the RAB community (coaches, parents, volunteers) to seek actionable feedback and promote engagement and volunteering.
11. Preparing or updating the following documents for the AGM:
  - b. 1<sup>st</sup> Vice-President Summary Report
  - c. Awards Process

## 2nd VICE-PRESIDENT

The 2<sup>nd</sup> Vice-President is the third senior member of the Board. He/She is required to assist the Executive Vice-President should they need to substitute for and/or assume the duties and responsibilities of the President in the event of their absence. In addition, the 2<sup>nd</sup> Vice-President holds the following responsibilities

1. Assist the President and Executive Vice-President in performing their duties.
2. Work with RAB Directors to develop and maintain a Procedure manual for the following functions:
  - Registrar
  - Team Rep Liaison and conveners
  - Ice Scheduler
  - Equipment Management
  - Merchandising Manager
  - Bunny Task Force
  - Disciplinary review process
3. Conduct annual safety inspection and secure appropriate insurance.
4. Develop and maintain a planning guide for the Secretary and the President to monitor on-time completion of the major tasks associated with the above functions.
5. Manage safety of the RAB facilities and insurance requirements.
6. Facilitate the Disciplinary Review Process as required.
7. Work with the committee regarding awards and recognition of the RAB members.
8. Hold the position of chairman of any ad hoc or any standing committee as required.
9. Work as Arena Convenor at the Annual Blast Tournament.
10. Actively engage with the RAB community (coaches, parents, volunteers) to seek actionable feedback and promote engagement and volunteering.
11. Update the 2<sup>nd</sup> Vice-president Procedure manual each May.
12. Preparing or updating the following documents for the AGM:
  - 2<sup>st</sup> Vice-President Summary Report
  - Awards Process

## SECRETARY

The Secretary is responsible for the association's proceedings such as executive meetings and Annual General Meeting, as well as all records of proceedings and meetings. This role is responsible for the maintenance and custody of RAB records (with the exception of financials). Specific responsibilities include:

1. Assist the President with Executive Meetings by arranging location, issuing notice and minutes of all executive meetings.
2. Take minutes at all meetings and track timely completion of action items.
3. Maintain accurate records of proceedings and all business transactions of the RAB Executive.
4. Respond, or coordinate response for all RAB correspondence.
5. Be responsible for submitting changes of information or notice of information to the government.
6. Work with the Vice-Presidents to update the Executive Procedure Manual and RAB Planning guide every May.
7. Assist the President with the Annual General Meeting:
  - a. Secure venue
  - b. Issue notice, collect and collate the AGM Report
  - c. Manage director nomination and voting process
  - d. Prepare and distribute a new executive list to the RAB Executive, City of Burlington, RO, Southern Region, and the Canadian Government
  - e. Provide summary report to all RAB
8. Work as Arena Convenor at the Annual Blast Tournament.
9. Update the Secretary and Bookkeeper Procedure manual each May.
10. Prepare or update the following documents for the AGM:
  - a. Secretary Summary Report

## TREASURER

The Burlington Blast Treasurer is responsible for all financial aspects of the non-profit organization.

1. Plan and execute the annual financial budget (May 1<sup>st</sup> to April 30<sup>th</sup>)
2. Maintain bank accounts and appropriate signing authority for the organization.
3. Maintain team bank accounts and appropriate signing authority.
4. Maintain financial statements within QuickBooks, complete appropriate reconciliations.
5. Provide in year forecast updates to the Executives on a monthly basis and close out the fiscal year effective April 30<sup>th</sup>.
6. Create the budget in March of each year and obtain executive approval prior to March 31<sup>st</sup> of each calendar year.
7. Present financial update during the AGM including the recently completed fiscal year and the upcoming season budget.
8. Receive payments to the organization in a timely manner and appropriately classify them in QuickBooks.
9. Pay approved invoices and expenses to suppliers and volunteers in a timely manner and provide assurance that the financial interests of the organization are safeguarded and accurately recorded in QuickBooks.
10. Maintain lottery account documentation with the City on a quarterly basis.
11. Prepare and sign sponsor receipts when required.
12. Maintain Team Budget template and communicate on an annual basis the requirements for each team. Approve team budgets.

13. Maintain RAB PO Box.
14. Work as Arena Convenor at the Annual Blast Tournament.
15. Update the Treasurer and Bookkeeper Procedure manual each May
16. Prepare or update the following documents for the AGM:
  1. Treasurer Summary Report, including Actuals and upcoming year budget

## REGISTRAR

The Registrar is the first point of contact for existing or prospective RAB members regarding registration into RAB. The registrar is responsible for planning and managing all registration activities year round and include:

1. Complete all registrations of players and other members according to the rules of eligibility and Governing documents (SRRRA, RO, RC).
2. Manage all aspects of the Ringette Ontario Database on behalf of RAB, relating to player registration, volunteer certifications and other pertinent information.
3. Be responsible for paying all registration fees to RO.
4. Manage all aspects of the RAB Database relating to player registration and payments.
5. Create Team Registration Forms (players and bench staff) as directed by Ringette Ontario and according to the timelines imposed by Ringette Ontario.
6. Manage 2 team contacts while adhering to Governing documents.
7. E-mail all pre-season registration reminders while responding to all inquiries.
8. Order forms and supplies form RO, as required.
9. Work as Arena Convenor at the Annual Blast Tournament.
10. Answer email communication from new, prospective and existing RAB members in a timely manner, bringing in other executive members or coaches as needed for expertise.
11. Work closely with the Bunny Task Force (BTF) throughout the season to ensure that Coaches are made aware of new Bunny registrations.
12. Attend convenor meetings for next season's team formation.
13. Update the Registrar Procedure manual each May.
14. Prepare or update the following documents for the AGM:
  - Registrar Summary Report

## TEAM REP LIAISON

The Team Rep Liaison is responsible to lead the RAB Convenors Committee and make recommendations to the Executive on team formation and player assignments. Responsibilities of the Team rep Liaison is to ensure that the committee delivers on the following responsibilities:

1. Provide training to communicate the mandate of the Convener Committee to the members of the committee.
2. Organize a minimum of 3 committee meetings per year.
3. Capture feedback from coaches, evaluators, players/parents and RAB executives on team formation, and neighboring associations with respect to divisional tiering and team formation.

4. Make recommendation to the Executive on the number of teams in each division, divisional tiering and player assignment.
5. Arrange tryout/evaluation sessions for the appropriate players/divisions as determined by the Conveners Committee.
6. Determine the evaluation system to be used. Coaches are encouraged to participate as on-ice coaches during the player evaluations for their particular division, but will not be permitted to act as evaluators in that division. Coaches can be asked to participate as evaluators in other divisions as long as they have no family conflict.
7. Work as Arena Convenor at the Annual Blast Tournament.
8. Update the Team Rep Liaison Procedure manual each May.
9. Prepare or update the following documents for the AGM:
  - Team Rep Summary Report

## REFEREE IN CHIEF

The Referee in Chief is responsible to recruit, train and develop, as well as schedule, and pay all referees of RAB. Specific responsibilities include:

1. Recruit and maintain a record of all referees and their qualifications.
2. Manage training and ongoing development program to support ongoing advancement of referee skills.
3. Manage referee scheduling and payment.
4. Ensure adherence to RO guidelines.
5. Provide a monthly summary of referee payments to the Treasurer.
6. Obtain feedback from coaches twice per season on Referee performance.
7. Act as liaison between the coaches/players and the Executive with respect to concerns, complaints, protests and disciplinary action in all divisions.
8. Conduct periodic evaluation of referees.
9. Maintain current knowledge and communicate all Rule changes (attending Rule change clinic every 2 years).
10. Represent RAB at the Southern Region RIC meeting in September.
11. Maintain a Web page with relevant reference material for referees, parents, and minor officials.
12. Hire and oversee activities of the Blast Tournament RIC.
13. Update the Referee in Chief Procedure manual each May.
14. Prepare or update the following documents for the AGM:
  - Referee in Chief Summary Report

## DIRECTOR OF COACHING DEVELOPMENT

The Director of Coaching Development is responsible to recruit and evaluate coaches, and execute programs to develop their skills including training, 1 on 1 support, coaching tools and feedback. Specific responsibilities include:

1. Lead the Coach Selection Process (process and evaluation methods).
2. Monitor and record adherence to minimum qualifications required per ORA guidelines.
3. Develop and maintain training and ongoing development program to support advancement of Coaching skills (e.g. NCCP coaching courses, as well as Ringette Technical and Practical Courses.
4. Develop practice plans, game strategies and tactics appropriate for all divisions.
5. Hold coaches meetings to support coaches in both their administrative duties (team activities, budget, forms, tournaments, etc...) and coaching role (drills, strategies, parent relationship).
6. Conduct period assessment of coaches' performance (at games and practice and through parent feedback).
7. Prepare an annual budget for the coaching development programs each March.
8. Act as liaison between the coaches/players and the executive with respect to concerns, complaints or protests in all divisions.
9. Act as a member of the Disciplinary Review Panel and Team Formation committee.
10. Develop and maintain RAB Coaches Manual.
11. Obtain valid police checks from all coaches.
12. Monitor that coaches plan tournaments, post their results as required by the league, and submit monthly games summary reports.
13. Monitor that RAB teams are placed in appropriate division in the Regional tournament.
14. Work as Arena Convenor at the Annual Blast Tournament.
15. Update the Director of Coaching Development Procedure manual each May.
16. Prepare or update the following documents for the AGM:
  - Director of Coaching Development Summary Report

## DIRECTOR OF PLAYER DEVELOPMENT

The director of player development is responsible for establishing programs and events to promote the development of RAB players across all divisions. The responsibilities of the Director of Player Development include:

1. Obtain input from coaches, teams and the executives, on player development needs.
2. Develop an annual plan and budget for player development activities for executive review and approval each September.
3. Coordinate and manage the execution of all player development events such as power skating and Ringette skills development programs.
4. Develop a program specific for players to try Goal tending to promote increase in RAB goalies and advancement of all goalies' skills.
5. Evaluate and organize off-season Ringette programs such as 3:3 Ringette and Ringette Camps for RAB members.
6. Provide regular communication to RAB members on Development opportunities.
7. Provide a report of each event attendance and participant feedback.
8. Act as a member of the Convenors committee and Disciplinary Review Panel.
9. Work as Arena Convenor at the Annual Blast Tournament.

10. Update the Director of Player Development Procedure manual each May.
11. Prepare or update the following documents for the AGM:
  1. Director of Player Development Summary Report

### **BUNNY TASK FORCE CHAIR**

The Bunny Task Force (BTF) Chair is responsible to lead the Bunny Task Force, which has a mandate to organize fundraising, house league and a thriving bunny program. Specific duties of the Bunny Task Force Chair include:

1. Form Bunny Task Force and lead monthly BTF meetings.
2. Chair to attend executive meetings and report any bunny related news.
3. Organize house league teams in September/October.
4. Recruit house league coaches and on ice instructors.
5. Have parent meetings several times throughout the season.
6. Weekly communication sent to parents.
7. Prepare a budget at the beginning of the season and maintain a bank account.
8. Organize Fundraising (e.g. tagging, Cheer for a year, Flip Give).
9. Enter Tournaments with the input of coaches.
10. Arrange home and away Travel games.
11. Maintain the equipment loan program.
12. Assist with the Photo Night Process.
13. Communicate with Parents as the ongoing skill development of their players.
14. Prepare weekly on ice plans.
15. Organize and run the Bunny Fest at the Burlington Blast Tournament.
16. In conjunction with the Marketing Events Coordinator, actively recruit new Bunnies ( ie children's Festivals, school fairs, Treats in the Streets).
17. Organize a Bring A Friend event between Late December-Early January.
18. Arrange Bunnies Year end party and Trophies.
19. Organize and run the Come Try Ringette Event in conjunction with the Executive members.
20. Prepare the U8 players moving up to U10 ie 6:00pm practices, parents meetings.
21. Prepare the following report for the AGM:
  - Bunny Task For Chair Report

### **DIRECTORS AT LARGE**

The Board may appoint 2 Directors At Large. Directors at large are members of RAB or the public who contribute to the betterment of RAB, the sport of Ringette or Youth development. Responsibilities of the Director at large include participation in executive meetings, and other duties as assigned (e.g. Blast Tournament).

## **RAB STAFF VOLUNTEERS (NON-VOTING)**

### **GLRL REPRESENTATIVE**

The role of the GLRL (Great Lakes Ringette League) Rep is to be the liaison between the GLRL and RAB. The GLRL represents the provincial level teams from U14-18+ A/AA teams, with its own constitution and by-laws and rules that RAB provincial teams must follow.

The GLRL rep's duties include:

- Attend all GLRL meetings - usually held 3-4 times a season, plus the AGM. Meetings can be held in person or by conference/virtual meetings.
- Find a replacement in the event you can not attend a meeting.
- Follow up on any actions resulting from the meeting (e.g. contacting coaches/teams in regards to cancellations or rescheduling of games, rule changes or any important matters).
- Summarize GLRL meetings and report back to RAB executive within 10 days of the meeting.

### **SRRA REPRESENTATIVE**

The role of the SRRA Rep (Southern Region Ringette Association) Rep is to be the liaison between the SRRA and RAB. SRRA represents the regional teams and has its own constitution and by-laws and rules that the RAB regional team must follow.

The SRRA rep's duties include:

- Attend all SRRA meetings - usually held 3-4 times a season, plus the AGM. Meetings can be held in person or by conference/virtual meetings.
- Find a replacement in the event you can not attend a meeting.
- Follow up on any actions resulting from the meeting (e.g. contacting coaches/teams in regards to cancellations or rescheduling of games, rule changes or any important matters).
- Summarize SRRA meetings and report back to the RAB executive within 10 days of the meeting.

### **ICE SCHEDULER**

The Ice Scheduler is responsible to plan and execute all activities pertaining to scheduling the ice needs of RAB. Specific responsibilities include:

- Manage RAB Ice Package with the city of Burlington.
- Represent RAB with the City of Burlington and at Ice User Meeting for all ice usage and ice contract matters (e.g. Blast Tournament, CTR, Santa Skate, Bring a Friend, Try-Outs, Power Skating, Skating Skills, 3 on 3, Year End Blast.).
- Coordinate team game schedules with SRRA / GLRA and the creation of the team practice schedules.
- Scheduling RAB Exhibition Games, practices and special events and resolving any scheduling issues.

- Manage ice inventory to ensure maximum cost efficiency for RAB (cancel with the city if not used, sell extra ice to teams, distribute unused non-cancellable ice equally).
- Maintain a Master Schedule in electronic format (Excel) of all ice purchase, changes, and cancellations, and make it available to all RAB.
- Work with the Treasurer to reconcile all Fees related to ice use (City, Teams, Events).
- Preparing or update the following documents for the AGM:
  1. Ice Scheduler Summary Report
  2. Ice Scheduler Process

## MARKETING AND EVENTS COORDINATOR

The Marketing and Events coordinator is responsible to plan and execute all promotional activities of RAB as well as oversee all sponsorship activities. Specific responsibilities include:

1. Evaluate new sources of advertising and marketing tactics to boost recruitment.
2. Prepare an annual plan and budget for executive review and approval in September.
3. Create an annual RAB event calendar to be posted on the RAB website (Come-try Ringette, Santa Skates, Bring a friend).
4. Coordinate RAB-wide fundraising activities (e.g. Meat / pizza fundraisers, tournament 50/50, association or tournament specific sponsorships).
5. Create and maintain RAB sponsorship guidelines.
6. Maintain RAB branding guidelines and logos.
7. Organize promotional events for RAB (CTR, festivals).
8. Prepare or update the following documents for the AGM:
  - Marketing Plan Summary Report

## BLAST TOURNAMENT CHAIR

The Burlington Blast Tournament Chair is responsible to plan and lead the execution of the Annual Burlington Blast Tournament. Responsibilities include:

1. Lead the planning, implementation and closing activities of the tournament, in accordance with Ringette Ontario Sanctioned Events rules.
2. Communicate plans and progress monthly to RAB executives, and RAB members, as required.
3. Recruit volunteers and form a tournament committee.
4. Develop a project plan and event budget for the tournament that will deliver on the Association annual budget.
5. Create a fundraising plan to optimize tournament revenue.
6. Establish contract and tournament registration with Score2stats.
7. Promote the tournament across Ontario in collaboration with the President and Coaches.
8. Order medals, event signage and tournament office supplies.
9. Train and schedule event volunteers (conveners, minor officials).
10. Engage RIC to secure, schedule, oversee and pay all required referees.

11. Manage tournament budget, receipts and payments, and itemize all receipts and expenses for the Treasurer.
12. Submit all pre-tournament requirements to Games & Tournaments.
13. Secure hotels for visiting teams, and negotiate commission for RAB.
14. Develop and communicate the event schedule in accordance with Games & Tournament rules.
15. Oversee tournament committee and event volunteers to execute on all Operational activities required during the tournament weekend.
16. Submit all post-tournament requirements to Games & Tournaments.
17. Update the Blast Tournament Procedure manual each February
18. Prepare or update the following documents for the AGM:
  - Blast Tournament Summary Report

## MERCHANDISING

The Merchandising manager is responsible to manage the relationship with RABs official merchandise provider to provide consistent RAB look across all team gears. Specific responsibilities include:

1. Manage and periodically re-evaluate official merchandising supplier contract(s).
2. Maintain catalogue of merchandise offering for all RAB members and ensure it is up to date on the website.
3. Request feedback from members, coaches and RAB executives from time to time to improve satisfaction with merchandise quality, cost and availability.
4. Organize events in September and October to facilitate merchandise sale.

## EQUIPMENT MANAGER

The Equipment Rep is responsible to and assists the 2<sup>nd</sup> Vice-President in performing their duties by managing the equipment assets of RAB. Specific responsibilities include:

1. Maintain a central record of all RAB equipment inventory, including jerseys, goalie equipment, rings, coaching aids and shot clocks
2. Assess the safety and suitability of equipment.
3. Develop and recommend annual equipment replacement plan and budget.
4. Order and dispose of equipment per the approved Annual Plan.
5. Arrange for distribution and collection of all equipment at the beginning and end of the season.
6. Implement equipment tracking process to safeguard RAB assets from theft and / or loss.
7. Arrange for equipment sanitization for all equipment.
8. Manage the Bunny equipment loan program in collaboration with the Bunny Task Force.
9. Update the Equipment Manager Procedure manual each May.
5. Prepare or update the following documents for the AGM:
  1. Equipment Manager Summary Report

## MEDIA LIAISON

The role of Media Liaison is to promote RAB and the sport of Ringette in the media and social media channels. Responsibilities include:

1. Manage and monitor RAB's activities on Facebook, Twitter and Instagram pages.
2. Support RAB President in creation of monthly RAB newsletters to keep membership informed and engaged.
3. Create opportunities for engagement with Social Media tools.
4. Work with other Associations' media liaisons to coordinate online efforts to connect Associations.
5. Contact media (print, online, TV/radio) to cover the RAB Tournament and other season events.
6. Take pictures throughout the season, and request from parents/coaches to keep online content colourful, fresh and relevant (e.g.: Tagging, fundraisers, team parties, away tournaments etc).

## WEB ADMINISTRATION

The Webmaster is responsible to manage the RAB website to ensure adequate access controls, content management and integration with other systems (OneDB, SMS alerts, etc...). Specific responsibilities include:

1. Conduct annual review of content with RAB executives to ensure content is up to date and accurate.
2. Create forms and reports necessary for RAB executives to conduct their duties (e.g. enrolment, forms, etc...).
3. Evaluate web platform supplier costs and features on a periodic basis to ensure optimal benefit for RAB.
4. Establish new distribution email lists for each season, and update as required.
5. Develop and maintain a Webmaster procedure manual.
6. Prepare or update the following documents for the AGM:
  - Webmaster Summary report

## CONVENER

The conveners are responsible to support the mandate of the Convener committee and assist with team formation and issue resolution at the team level. Specific duties include:

1. Attend all Convener Committee meetings.
2. Assist in tryouts/evaluation sessions.
3. Attend pre-season coaches meetings.
4. Manage the division level they are responsible for. This will consist of attending the initial team meeting and introduce themselves as the first contact if any issues arise on the team. Also attend at least one game and one practice per team in the season to make sure things are running smoothly.
5. Be available to attend disciplinary hearings as needed.
6. Bring significant issues to the Team Rep Liaison.

## BOOKKEEPER

The Burlington Blast Bookkeeper is responsible for assisting the Treasurer with the update of the financial system within QuickBooks. Specific responsibilities include:

1. Assist with the maintenance of the financial system within QuickBooks.
2. Assist the Treasurer when required due to absence.
3. Receive E Transfers and other payments into the RAB bank account and classify them in QuickBooks.
4. Make vendor and or expense payments when approved by the Treasurer.
5. Check PO Box on a regular basis and communicate to the Treasurer the contents. Deposit any cheques into the bank.
6. Participate in the Tournament Committee and provide financial oversight and reporting to the Chair of the Tournament Committee.
7. Additional signatory on the RAB bank accounts (when required).