

KINGSTON LACROSSE ASSOCIATION (KLA) BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES

GENERAL

Members of the Board of Directors shall be deemed required to attend all meetings of the Board of Directors. The Board of Directors shall act in conjunction with one another in the best interest of the KLA. All members of the Board of Directors are required to submit a Background Check through the Kingston Police (or other local Police department) or Sterling Backcheck as accepted by the Ontario Lacrosse Association (OLA). Each member of the Executive and Directors have one (1) vote on all motions during Board of Directors meetings, with the exception of The President whose only vote is to resolve situations ending in a tie of votes. The term for President, Vice-President, Secretary and Treasurer is two (2) years, defined as Annual General Meeting to next Annual General Meeting. The term for all other positions one (1) year, defined as Annual General Meeting to next Annual General Meeting.

THE EXECUTIVE

President

The President shall provide overall leadership and direction to the Association while acting as the official spokesperson for the Association. The President shall chair all meetings of the Board of Directors as required for the effective management of the KLA in conjunction with the Secretary. The President shall call such extraordinary meetings as may be required when requested to do so by half or more of the members of the Board of Directors. The President shall be designated as a signing officer on contracts or other legal documents on behalf of the KLA. The President shall be a designated signing officer on financial transactions and act in conjunction with the Vice-President and Treasurer. The President shall ensure all Association activities follow rules, policies and by-laws of the Association, Ontario Lacrosse Association and Lacrosse Canada. The President shall resolve all disputes and act as a liaison with regional and provincial lacrosse organizations. The president shall oversee long-term planning and strategic direction for future growth and development of the Association. The President or appointed designate shall represent the KLA in all Zone 5 and OLA meetings.

Vice-President

The Vice-President shall act as the designated chair and assume all President duties when the President is unable to do so. The Vice-President shall be a designated signing officer on all Association financial transactions and act in conjunction with the President and Treasurer. The Vice-President shall lead special projects and committees as assigned by the Board of Directors. The Vice-President shall support the enforcement of all Association policies, code of conduct and by-laws. The Vice-President shall act as a liaison between the President and Ad-Hoc Committees as deemed necessary by the Board of Directors. The Vice-President shall provide oversight to designated operational areas (e.g. Rep Program, Local League or Development Stream).

Secretary

The Secretary shall record and distribute the agenda and minutes of all meetings of the Board of Directors. The Secretary shall assist the President with preparing meeting agendas as required. The Secretary shall maintain and organize official Association records (by-laws, policies, contracts). The Secretary shall provide support in managing correspondence and communication between the Board of Directors and Membership. The Secretary shall maintain a record of all Board motions and decisions.

Treasurer

The Treasurer shall collect, properly record and maintain an appropriate bank account for all finances involving the KLA. The Treasurer shall submit regular financial statements to the Board of Directors for approval. The Treasurer shall present an audited financial statement to the Annual General Meeting. The Treasurer shall pay all accounts with Board of Directors approval, by method of payment of choice, and availability, as selected by the Board of Directors. The Treasurer shall be the primary signing officer on financial transactions and act in conjunction with the President and Vice-President, to ensure that the signatures of two of the three designated signing officers appear as required. The Treasurer shall consult with other KLA Executive and Directors as appropriate to ensure the development of an appropriate budget for the forthcoming year, which will be subject to the consideration and approval by the Board of Directors. The Treasurer shall act in conjunction with the Director of Fundraising to track and record revenue from fundraising and sponsorship activities.

Registrar

The Registrar shall be responsible for organizing, overseeing and approving the registration of players, coaches and volunteers using the approved OLA online registration platform and in-house program registrations through the registration format approved by the Board of Directors. The Registrar shall provide up-to-date reports for the Board of Directors to review. The Registrar shall be responsible for creating and maintaining all official rosters for the Representative Program, including the issuing of player and coach cards. The Registrar shall be responsible to ensure all documentation required by the OLA is received by deemed deadlines as set by the OLA. The Registrar shall act in conjunction with the Privacy Officer to ensure all required information as per the OLA Constitution Article OR3.01 is received and stored as deemed necessary. The Registrar shall inform the KLA Board of Directors of all adult member's eligibility to participate with the KLA.

Privacy Officer

The Privacy Officer shall ensure compliance with privacy legislation (e.g. PIPEDA in Canada). The Privacy Officer shall ensure develop and maintain privacy policies, consent forms and data-handling procedures in accordance with OLA policies/by-laws and local Government legislation. The Privacy Officer shall handle all concerns related to personal data usage, incidents of breach and coordinate all mitigation efforts. The Privacy Officer shall be responsible to maintain all necessary documentation required for participation and programming as per the OLA Constitution Article OR3.01 - CRIMINAL RECORD CHECK (CRC) (Vulnerable Sector)

PRIOR to interaction with playing members of the KLA. The Privacy Officer will adhere to OR4.01 - CONFIDENTIAL FILE in dealing with CRC's and other Background Check documents.

Scheduler

The Scheduler shall coordinate and manage game and practice schedules for the Representative Program, Local League and/or Development Stream. The Scheduler shall act in conjunction with the President and Vice-President in liaising with facility partners regarding booking of all floor time. The Scheduler shall ensure adequate distribution of floor time and avoid schedule conflicts. The Scheduler shall adapt and update schedules as required throughout the season with minimal disruption to the Association.

Official-in-Charge

The Official-in-Charge (OIC) shall be responsible for all referee related activity. The OIC shall represent the KLA in all Zone 5 and OLA meetings when deemed necessary. The OIC shall provide supervision and support to all KLA officials. The OIC will update the Board of Directors on necessary referee related policies.

DIRECTORS

Rep Program Director

The Rep Program Director shall oversee and manage all representative (travel/competitive) teams - ages, tryouts, rosters. The Rep Program Director will work in conjunction with the Coach & Player Development Committee shall provide recommendations for coach selection to the Coach Selection Committee for approval. The Rep Program Director shall act as a liaison between rep teams and the Board of Directors. The Rep Program Director will act in conjunction with the Treasurer to develop a budget for rep program expenses and ensure cost-effective operations. The Rep Program Director shall be responsible for the planning and execution of the Fall & Winter Rep Development Program. The Rep Program Director will monitor competitive play standards and enforce league/regional regulations.

Development Stream Director

The Development Stream Director shall oversee all development stream operations - registrations, scheduling, floor usage. The Development Stream Director shall oversee recruitment, assignment and support of all non-rep program volunteers. The Development Stream Director shall provide recommendations and implementation of programming (e.g. Local League, Development Sessions only, Learn to Play Program) with approval of the Board of Directors. The Development Stream Director shall design and implement training curriculum and skill-development program material in the event there is no Local League. The Development Stream Director shall be responsible to deliver inclusive and fun lacrosse experiences for all ages and skill levels. The Development Stream Director shall act in conjunction with the Equipment Director to ensure equipment needs are met.

Community Liaison

The Community Liaison will assist in growing our membership and strengthen the KLA's presence in the Kingston & Surround Area communities by focusing on:

- i) Building connections with local sports organizations to help recruit new players.
- ii) Organize Try Lacrosse sessions in the community through the marketing of team parties, birthday parties, school events and other recruitment activities.

The Community Liaison shall provide recommendations for community outreach and external recruitment efforts for Board of Directors approval.

Director of Fundraising

The Director of Fundraising shall plan and execute Association fundraising campaigns and events. The Director of Fundraising shall oversee fundraising efforts by individual teams. The Director of Fundraising shall identify and cultivate donor/sponsor relationships including community businesses in conjunction with the Community Liaison. The Director of Fundraising shall manage Association fundraising budget and goals; track revenues and reporting in conjunction with the Treasurer. The Director of Fundraising shall work in conjunction with all Board of Directors to maximize fundraising impact.

Equipment Director

The Equipment Director shall maintain inventory and storage of all Team and Association equipment, including team uniform. The Equipment Director shall ensure regular cleaning, sanitization, repairs and replacements as required. The Equipment Director shall coordinate equipment distribution for the Rep Program and Development Stream. The Equipment Director will manage supplier relationships and track equipment for budget. The Equipment Director will ensure compliance with safety guidelines and proper fit for KLA goaltenders. The Equipment shall provide budget recommendations to the Treasurer based on current inventory and needs.

Social Media Director

The Social Media Director shall ensure regular posting and upkeep of Facebook and Instagram and any other Social Media channel deemed required by the Board of Directors. The Social Media Director shall maintain a seasonal content calendar in order to ensure timely delivery of posts for season specific events (e.g. registration, development sessions) The Social Media Director shall capture, curate and publish photos/video; collect assets from coaches/parents; organize team and sponsor photo sets. The Social Media Director shall write clear, age-appropriate captions and announcements; highlight player/coach stories and community news. The Social Media Director shall coordinate with the webmaster to ensure major updates are shared at the same time. The Social Media Director shall uphold brand voice, approved and visuals as approved by the Board of Directors.

Director-at-Large

The Director-at-Large shall act as an advisor and/or consultant to the Board of Directors. The Director-at-Large shall participate in committees as deemed necessary by the Board of Directors. The Director-at-Large shall provide feedback and suggestions to Board related

activity.