

Barrie Curling Club

Director Roles & Responsibilities

1. President

- a. The president shall, when present, preside at all meetings of the Board and General Meetings or Annual Meetings. The president shall supervise the affairs and operations of the Club, set meeting agendas, sign all documents requiring signature and have the other powers and duties from time to time prescribed by the Board or incident to his office.
- b. Chair Executive Committee.

2. First Vice President

- a. During the president's absence or inability to act, his duties and powers may be exercised by the 1st vice president. If he exercises any of those duties or powers, the president's absence or inability to act shall be presumed with respect thereto. The 1st vice president shall also perform the other duties from time to time prescribed by the Board or incident to his office.
- b. Member of Executive Committee

3. Second Vice President

- a. During the 1st vice president's absence or inability to act, his duties and powers may be exercised by the 2nd vice president. If he exercises any of those duties or powers, the 1st vice president's absence or inability to act shall be presumed with respect thereto. The 2nd vice president shall also perform the other duties from time to time prescribed by the Board or incident to his office.
- b. Member of Executive Committee

4. Secretary/Treasurer

- a. The secretary-treasurer shall record or arrange to have recorded the minutes of all Board, committee or annual or general meetings. The secretary-treasurer shall have general charge over all minute books, official records, correspondence and documents of the Club and ensure their accuracy and safe-keeping. The secretary-treasurer shall have general charge of all notices required to be sent to directors and members and be responsible for the timely filing of all documents required by the Corporations Act R.S.O. and regulatory agencies. The secretary-treasurer shall perform all other duties incumbent on the office and such other duties as the Board may assign.
- b. The secretary-treasurer shall have the responsibility for executing funds and securities of the Club and shall ensure their deposit in the name of the Club in a chartered bank or trust company as the Board may designate. The secretary-treasurer shall be responsible for all financial record-keeping, whether or not delegated, and shall ensure the performance of the same in a timely manner, as well as adherence to such financial control policies as the Board shall have

approved. The secretary-treasurer shall be responsible for the preparation of all required financial statements, annual budget and reports and perform all other duties incumbent on the office and such other duties as the Board may assign.

- c. Member of Executive Committee

5. Past President

- a. The past president shall perform from time to time the duties prescribed by the Board, and may perform such additional duties as requested of him by the president. Should the term of the past president exceed that member's tenure as an elected member of the Board, the past president shall serve in that capacity, but will be precluded to vote on any issue.
- b. Host Past-Presidents bonspiel
- c. Member of Executive Committee

6. Website

- a. Responsible for BCCL website
- b. Participate and coordinate web training
- c. Supply all league convenors with appropriate information in regards to updating BCCL website in a consistent manner
- d. Work with webmaster to ensure all BCCL sponsors and their websites are available on the BCCL website

7. Scheduling

- a. Chair scheduling committee consisting of Section Representatives and Club Manager
- b. Allocate ice to leagues in consultation with the Club Manager
- c. Coordinate annual Club Calendar

8. Fund Raising

- a. Present fundraising opportunities to the Board and execute these upon approval of the Board
- b. Report to Board each month on progress
- c. Find ways of improving our fundraising
- d. Liaison with all sections on how to improve their fundraising or to combine their efforts in a club wide project.

9. Membership

- a. Assist Club Manager with membership administration
- b. Report to Board each month re status of membership
- c. Develop fee structure recommendations
- d. Provide updates to BCCL webmaster with league convenors and board of directors contact information and responsibilities along with descriptions of current leagues being offered at the BCCL.

10. OCA

- a. Attend the Spring and Fall OCA Zone 10 Meetings and provide any pertinent information to the Board, Club Manager, Ice Technician and Club Members.
- b. In conjunction with the Club Manager, ensure that the Competition Poster, Available Courses and Competition event information are posted on the Bulletin boards at the club.
- c. Update the OCA Manual with any revised information that is distributed to the Club.
- d. Post any rule changes or revised Rule Books on the Bulletin Boards at the club.
- e. Work with the OCA Zone 10 Rep (Rick Meraska) to assist him with any competitions that we host at the Barrie Curling Club
- f. Answer any questions of the competitors- i.e. rules clarification, guidelines for sparing, etc.
- g. Monitor results of the Barrie teams that are competing in competitions and update club members of these results.
- h. Any teams from our club who compete at the Provincial level are entitled to take Club pins to exchange with other teams. These may be obtained from the Club Manager.

11. Bar & Kitchen (Note: Club Services Manager reports directly to the Club Manager)

- a. Provide guidance and advice to the Club Manager related to kitchen and bar operations
- b. Provide monthly report to Board
- c. Ensure bar and kitchen are operated in a cost effective manner

12. Ice & Equipment (Note: Ice Technician reports directly to the Club Manager)

- a. Provide guidance and advise to the Club Manager related to ice maintenance
- b. Informs the board of directors of any equipment needs
- c. Administer Ice Technicians contract and performance
- d. Provide monthly reports to Board
- e. Develop annual plan itemizing equipment repairs and replacement
- f. Monitor expenditures related to ice preparation, maintenance and removal

13. Infrastructure

- a. Responsible for club maintenance programs
- b. Develop annual plan itemizing equipment repairs and replacement
- c. Maintains updated list of all club infrastructure needs with costs associated to.

14. Volunteer Program

- a. Match volunteer skills with our organization's needs
- b. Encourage volunteers to identify their skills and expectations for involvement
- c. Define the tasks, responsibilities and authority for volunteers
- d. Coordinate projects with Club Manager in terms of timing and numbers needed.
- e. Develop recognition program

15. Promotions

- a. Work with Club Manager in regards to club advertising, new membership campaigns and promoting club rentals
- b. Provide monthly report to the Board
- c. Present annually to the Board suggested advertising rates for the club
- d. Participate with City of Barrie groups/organizations to promote curling and club facilities
- e. Prepare club promotional material

16. Special Events

- a. Coordinate Club Member Events and ensure current information regarding these events is forwarded to Scheduling to be posted on the BCCL calendar.

17. Newsletter

- a. Prepare or arrange to have prepared BCCL monthly Newsletter which is to be distributed to all BCCL members.

18. Social Media

- a. Shall arrange to have all pertinent BCCL information posted and regularly updated to appropriate current media sites.

19. CYO Representative

- a. Confirms league convenors are in place for all CYO leagues (except Women's CYO)
- b. Communicates regularly with all CYO league convenors (except Women's CYO) and reports to the Board any and all concerns or issues within these leagues.

20. Little Rocks/Juniors

- a. Confirms league convenors are in place for Little Rocks & Junior programs
- b. Communicates regularly with these league convenors and reports to the Board any and all concerns or issues within these leagues.
- c. Shall communicate or arrange to have a club representative communicate with The Optimist Club on a regular basis throughout the curling season.

21. Grants

- a. Makes certain the BCCL takes every opportunity available for grants (federal/provincial/CCA/OCA etc.) to assist with upgrades & maintenance of the club.

22. ByLaws

- a. Ensure the ByLaws of the BCCL are up to date.

23. Strategic Plan

The purpose of a strategic plan is to give the Barrie Curling Club a set of goals intended to make our organization efficient, effective, and a location of choice for anyone interested in the sport of curling. The plan covers a period of five years.

A strategic plan should be constructed as follows:

- Executive Summary
- Framework
- Trend Analysis
- Goals

It is important that the goals be realistic, attainable and measurable. Each goal should be elaborated as follows:

- Objective
- Strategy
- Year of implementation
- Responsibility

To help the Board keep track of the progress, key indicators should be developed for each goal.

In order to be viable, a strategic plan should limit the number of goals to three or four.

To prepare the general framework of the strategic plan, the subcommittee appointed to the task should:

- Consult with the Board
- Consult with members of the Club
- Obtain general information necessary to prepare the framework (sources may include the City of Barrie or other groups)
- Review existing strategic plans from curling clubs
- Submit preliminary proposals to the Board for review and eventual approval

The strategic plan is a living document. It is important that the plan be brought forward at every Board meeting to determine if the focus needs to be adjusted or to ensure that targets are met.

Updated January, 2014