

# **Sundre and District Curling Club Board of Directors Structure:**

## **General**

### **President:**

- Presides over the direction of the Executive Meetings and approves an agenda.
- Responsible for the overall daily operations of the Club.
- Oversees the direction and job performance of the Club employees.
  - o Responsible to the board for employee work contracts.

### **Vice-President:**

- President-In-Waiting
- In charge of attaining all sponsorship
  - o Presents a list of sponsors to the Treasurer to bill
  - o Arranges for new sponsorship signs, in-ice-signing, etc. to be made

### **Secretary:**

- Recorder and keeper of the minutes of all the meetings which are to be emailed to all members
- Creates agenda for all meetings to be approved by the President
- Maintains and posts executive list
- Acts on behalf of the executive for all occasions, ie. Christmas cards, thank-you's, bereavements, etc.
- Submits yearly Society Return
- In charge of volunteer recognition and recruitment

### **Treasurer:**

- Administers the financial records of the Club.
- In charge of paying all bills on behalf of the Club and making all receipts.
- Presents monthly financial reports to the Board.

- In charge of collecting league fees from League Reps and preparing receipts for all paying members.
- Involved with Board members concerning budget forecasting
- Works along with Grant and Funding Rep for grant application and follow-up
- Collects and distributes mail.
- Responsible for preparing and submitting the Club's books for yearly audits
- Responsible for preparing yearly GST returns

**Executive Directors:** "Direct" within the club policies. They take on duties to lessen the workload of the head chairs of the board. All are voting positions.

**Director of Fundraising:**

- Oversees gaming activities, reporting and permit acquisition associated with Alberta Gaming and Liquor Commission.
- Organizes all Inter-Club fundraising

**Director of Lounge and Concession Operations:**

- Oversees the operation of the bar and kitchen facility including inventory control, operating hours, lease contracts and all functions pertaining to profit improvements for the lounge/kitchen operations
- Responsible for all liquor and food permits that are required.
- Responsible for payment of contract holders and bills for lounge/kitchen inventory.
- Responsible for contracts and agreements with Pepsi, liquor stores, grocery stores, etc.

**Directors at Large: 4 positions**

- Fulfills duties as directed by the Board. They may work with other Board members on projects as requested.
- In charge of all Bonspiel activities that are not looked after by League Reps. This may include, but is not limited to: taking entries and getting

- entries to a drawmaster and to the treasurer so she can make receipts; collecting entry fees; making/distributing welcome envelopes; organizing social or special events during spiel; prizes and distribution; getting cash from treasurer and making payout envelopes
- One member will be in charge of communicating with SACA and forwarding our bonspiel information to them.

**Jobs that require delegation with each new executive:**

- Oversees all facility rentals of curling surface/lounge area, kitchen area (both summer and winter) including inspection of facility prior to and following each rental.
  - o In charge of billing and follow-up collection (in consultation with the Treasurer) for rentals.
  - o In charge of keys to the facility.
  - o Responsible for stocking janitorial supplies
  - o Oversees any facility repairs required during all seasons.
- Maintains member list
- All club promotions including but not limited to: newspaper, Sundre-On-The-Go, our website, our facebook, local radio stations, posters, etc. Also maintains website domain contracts
- Administers the monies in the ATM machine
- All communication with SACA and forwarding our bonspiel information to them.

**Non-executive Directors:** Non-voting positions, who help core executive members.

**Past-President:** advises current president

**Ag Society Rep:** attends all Ag Society meetings on behalf of the Club.

**Grant and Funding Rep:** works with the Treasurer on grant applications and follow-up

**Junior Rep:**

- Representative of the Junior Club at Executive meetings.
- Conveys the Executive's wishes to the league members and their parents.
- In charge of organizing the Junior bonspiel.
- Responsible for paying the Club their pre-determined percentage of all junior fees.

**Senior Rep:**

- Representative of the Seniors' league at Executive meeting
- Organizes the Seniors' bonspiel
- Conveys the Executive's wishes to the league members
- In charge of collecting all of their members' league fees and getting them to the Treasurer.

**Ladies' Rep:**

- Representative of the Ladies' league at Executive meeting
- Organizes the Ladies' bonspiel
- Conveys the Executive's wishes to the league members
- In charge of collecting all of their members' league fees and getting them to the Treasurer.

**Mens' Rep:**

- Representative of the Mens' league at Executive meeting
- Conveys the Executive's wishes to the league members
- In charge of collecting all of their members' league fees and getting them to the Treasurer.

**Open Rep:**

- Representative of the Open league at Executive meeting
- Conveys the Executive's wishes to the league members
- In charge of collecting all of their members' league fees and getting them to the Treasurer.

