

3.08 Duties of the Board of Directors

President

The President shall:

- 1) select the chair for all Association, Executive, Board, Annual and Special Meeting
- 2) oversee all the Association's business to see that it is conducted as directed by the Board,
- 3) represent the Association at the annual Meeting of the Ontario Lacrosse Association,
- 4) be the main contact person for all matters dealing with the Ontario Lacrosse Association
- 5) be a signing officer of the HDML,
- 6) act as a member of all committees of the Board
- 7) in conjunction with the Secretary, devise and prepare an agenda for circulation to the Board of Directors in advance of the next meeting,
- 8) maintain the Procedural By Laws
- 9) choose two (2) additional members for Coaching Selection Committee

Vice President

The Vice President shall:

- 1) assist the President as needed
- 2) act as liaison for sub committees and community groups
- 3) Ensure CPIC for all bench/manager members are run every 2 years for repeat positions (even Year), annual for new members.
- 4) Ensure CPIC are kept in Vic President's possession and kept in confidence
- 5) Attend all zone meetings
- 6) Order/manage trophies and awards for year end banquet

Treasurer

The Treasurer shall:

- 1) be responsible for all the financial accounting of the HDML,
- 2) sign all financial documents of the HDML,
- 3) be responsible for the budget,
- 4) be responsible for providing a detailed financial statement minimum of every 30days as well as at each and every monthly executive meeting. If unable to attend meeting, detailed statement is to be provided to President for meeting. NO EXCEPTIONS.

Registrar

The Registrar shall:

- 1) be responsible for organizing and completing the registration of all players, board members and bench personnel
- 2) maintain records for reference of their payment to take part
- 3) maintain all personal information required of each player
- 4) submit database to OLA of all registrants of HDML

Referee in Chief

The Referee-In-Chief shall:

- 1) assign timekeepers for all games
- 2) assure that all home games have referees
- 3) be responsible for officials and courses and on-going instruction, education and upgrading of officials.

Secretary

The Secretary shall:

- 1) receive and disperse all correspondence,
- 2) is responsible for HDML post office box
- 3) record attendance – drawing attention to section 4.06 if required
- 4) record and distribute minutes of all Executive, Board, Annual and Special Meetings of the HDML,
- 5) assist other Board members with correspondence
- 6) schedule and advise all Board members of meetings dates, times & locations.
- 7) in conjunction with the Executive, devise, prepare and distribute an agenda in advance of the meeting.

Director - House League

The House-League Director shall:

- 1) be responsible for all aspects of the Association's House-league.

Director - Equipment

The Director - Equipment shall:

- 1) be responsible for equipment purchases, control assignments, storage, distribution and pick-up,
- 2) obtain quotes and order sweaters as required by the HDML (preferably from local sponsors and suppliers) in conjunction with Director – Sponsorship/Apparel

Director – Sponsorship & Apparel

The Director - Sponsorship shall:

- 1) be responsible for all aspects of sponsorship, including solicitation of House-league and Rep Team Sponsors, as well as Tournament sponsors.
- 2) arrange the team photographs for the Association.
- 3) distribute Appreciation Pictures/Plaques to all HDML sponsors.
- 4) responsible for ordering/supplying/maintaining all apparel purchases for HDMLA

Director – Media/Publicity & Promotions

The Director – Media/Publicity & Promotions shall:

- 1) be responsible for all aspects of the HDML Newsletter,
- 2) be responsible for regular press releases,
- 3) co-ordinate all areas of publicity, advertising and public relations of the HDML,
- 4) develop and institute a promotional campaign to develop increased awareness of minor lacrosse,
- 5) work closely with all Board Members to publicize and promote all future and ongoing programs of the HDML.

Director - Fundraising

The Director - Fundraising shall:

- 1) recommend to the executive an activity or activities for fund raising purposes.
- 2) be responsible for paperwork and reports required by the Town of Huntsville for all raffles and lotteries.
- 3) keep a full accurate account of receipts and disbursements.
- 4) assist with the HDMLA BBQ at Huntsville Tournaments.

Director – Rep/Travel

The Director - Rep/Travel shall:

- 1) be responsible for all aspects of the Association's Rep/Travel program.
- 2) shall be the liaison between the Rep/Travel Team Managers and the Board of Directors
- 3) shall not sit as a bench personnel unless majority vote at a General meeting.
- 4) shall be a member of the Coaching Selection Committee

Director – Player/Coach Development

The Director - Player/Coach Development shall:

- 1) develop programs/manuals to train and assist coaches.
- 2) develop clinics and programs for all divisions, with a key focus on the Paperweight and Tyke divisions.
- 3) communication with the Referee-in-Chief and the Director of House-League on a regular basis.
- 4) shall be a member of the Coaching Selection Committee

Director - Scheduling

The Director - Scheduling shall:

- 1) be responsible for all aspects of scheduling for HDMLA.
- 2) be responsible for keeping Referee-in-chief/Director – Rep/Travel and Rep Team Managers informed of schedule/scheduling changes
- 3) be responsible for attending Zone 4 scheduling meetings

Director - Tournaments

The Director - Tournaments shall:

- 1) be responsible for all aspects of Tournaments for HDMLA.
- 2) be responsible for informing Director - Scheduling on any changes for HDMLA Tournament floor time required or cancelled.
- 3) be responsible for informing Referee-in-chief on any changes for HDMLA Tournament floor time required or cancelled.
- 4) be responsible for all required paperwork to be forwarded to OLA within the specified time period.
- 5) be responsible for all required fines/fees be forwarded to OLA within the specified time period.

Past President

The Past President shall:

- 1) be responsible for all matters requiring clarification from previous years.
- 2) assist President and Vice President with duties.

Director – Field Lacrosse

The Director – Field Lacrosse shall:

- 1) be responsible for all aspects of the Association's Field Lacrosse league.
- 2) shall be a member of the Coaching Selection Committee

Asst. Director – Field Lacrosse

The Asst. Director – Field Lacrosse shall:

- 1) assist the Director – Field Lacrosse for all aspects of the Association's Field Lacrosse league.

Director - Website

The Director - Website shall:

- 1) be responsible for the content and management of the HDMLA Internet Web Page.