

## MHSA Board Member Job Description

<b>Position:</b>	Referee Director	
<b>Authority and Responsibility:</b>	<p>The Board of Directors is the legal authority for the Medicine Hat Soccer Association (MHSA). As a member of the Board, a Director acts in a position of trust for the <b>entire</b> soccer community and is responsible for the effective governance of the organization.</p> <p>The Referee Director has the authority and responsibility to speak to referee decisions at the various levels within Medicine Hat in addition to developing and communicating strategies to enhance the refereeing experience (on and off the field).</p>	
<b>Qualifications and Skills:</b>	To effectively fulfill the role of Referee Director an individual must possess a strong knowledge of the Laws of the Game. Ideally, refereed at all levels within Medicine Hat.	
<b>Requirements:</b>	<p>Requirements of Board membership include:</p> <ol style="list-style-type: none"> <li>1. Commitment to the work of the organization.</li> <li>2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy.</li> <li>3. Willingness to serve on committees.</li> <li>4. Attendance at monthly Board meetings.</li> <li>5. Attendance at meetings of assigned committees.</li> <li>6. Attendance at Annual General Meeting.</li> <li>7. Support of special events.</li> <li>8. Support of and participation in fundraising or marketing events.</li> </ol>	
<b>Term:</b>	Directors are elected by the membership at the Annual General Meeting. Directors serve for a two-year term. Directors may be released at the end of the elected term, by resigning or according to the MHSA Bylaws.	
<b>General Duties:</b>	<p>A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.</p> <p>The Director must:</p> <ol style="list-style-type: none"> <li>1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and staff.</li> <li>2. Monitor all Board policies.</li> <li>3. Review the bylaws and policy manual, and recommend bylaw changes to the membership.</li> <li>4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.</li> <li>5. Participate in the development of the MHSA's organizational plan and annual review.</li> <li>6. Approve the MHSA's budget.</li> <li>7. Approve the hiring and release of staff, including their employment contracts, based on the recommendation of the Executive Committee.</li> <li>8. Support and participate in evaluating association staff.</li> <li>9. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the MHSA's mission.</li> </ol>	
<b>Specific Duties:</b>	<ol style="list-style-type: none"> <li>1. Assist Discipline Committee.</li> <li>2. Make recommendations to the board for improvements to the referee programme.</li> <li>3. Assist in mentor programme.</li> <li>4. Liaison between MHSA an RA.</li> <li>5. Liaison between RA and MHSA members.</li> </ol>	
<b>Evaluation:</b>	A Director's performance is evaluated annually based on the performance of their duties laid out in their Goals and Workplans.	
<b>Annual Review:</b>	The Executive Committee annually reviews the Board Member Job Description. Recommended changes are presented to the Board.	
<b>Review Date:</b>		<b>Approval Date:</b>