

**SFC By-laws - Appendix “A”**  
**Description of Duties Board of Directors**

**1. President**

- (1) Schedule and provide agenda for Board meetings.
- (2) Oversee the various positions of other Board members and facilitate the duties.
- (3) Represent the Club at the SFA meetings.
- (4) Assist the Media/Marketing Liaison in the organization of fundraising activities.
- (5) Determine the dates of tournaments, and booking of locations as requested by the SFA.
- (6) Prepare Thank-You letters to donors as required.
- (7) Prepare and oversee all grant applications on behalf of the Club.
- (8) Prepare a report as required for the review of the Board at all meetings.

**2. Vice-President Secretary**

- (1) Assist the President and Treasurer-Secretary in the performance of their duties, as they require.
- (2) Perform the duties of the President in his or her absence.
- (3) Maintain the minutes at all Board meetings.
- (4) Prepare a report as required for the review of the Board at all meetings.

**3. Treasurer**

- (1) Ensure proper function of the online registration web page form.
- (2) Maintain an electronic list of all members as per the SFA guidelines and submit to the SFA as required.
- (3) Ensure with web developer that paypal notifications of registration function properly.
- (4) Ensure volunteer cheques are collected in coordination with the Volunteer/Membership Liaison.
- (5) Routinely request registration information for the web developer database.
- (6) Deposit and track all payment which are not made online.
- (7) Pay outstanding accounts as required.
- (8) Perform deposits of accounts as required.
- (9) Deliver required invoices.
- (10) Prepare and distribute government tax receipts to participants as required.
- (11) Coordinate regularly with Volunteer/Membership Liaison to ensure that the correct volunteer cheques are destroyed or deposited appropriately.
- (12) Prepare a report as required for the review of the Board at all meetings.

**4. Volunteer/Membership Liaison**

- (1) Maintain an electronic contact list containing all members of the Club.

- (2) Communicate by email and on the bulletin board all volunteer opportunities.
- (3) Track volunteer hours performed on the electronic contact list.
- (4) Attend practices routinely and ensure that members are properly registered with the Club and with affiliates such as the CFF/SFA.
- (5) Deliver emails encouraging members to continue participation.
- (6) Prepare a report as required for the review of the Board at all meetings.

#### **5. Media/Marketing Materials Liaison**

- (1) Timely communicate with web developer class schedules, prices, categories, and registration times.
- (2) Review the annual class schedule, with particular attention to holidays, school division start and end times, and available tournament information.
- (3) Prepare advertisement materials for Facebook and/or Google, Print (Fall leisure guide) among others.
- (4) Prepare press releases as required from the Club.
- (5) Organize and administer the annual raffle fundraiser.
- (6) Monitor the annual bottle drive.
- (7) Prepare a report as required for the review of the Board at all meetings.

#### **6. Armourer**

- (1) Maintain an inventory of Club equipment.
- (2) Recommend replacement of equipment to the Board.
- (3) Perform repairs and cleaning of club equipment.
- (4) Prepare reports as required for the review of the Board at all meetings.