



# BOARD MEMBER JOB DESCRIPTION TEMPLATE

<p><b>POSITION TITLE</b></p>	<p>DIRECTOR OF HIGH PERFORMANCE</p>
<p><b>RESPONSIBLE FOR:</b> <i>1-2 sentence general overview of area of responsibility</i></p>	<p>Provincial Qualifier Tournaments planning and overseeing the events.</p>
<p><b>RESPONSIBLE TO:</b> <i>Reporting relationship and accountabilities</i></p>	<p>RNS Board and liaise with RNS VP Finance, Director of Marketing &amp; Events, and Executive Director.</p>
<p><b>QUALIFICATIONS:</b> <i>This can include education and/or specific training (ie. Drivers license)</i></p>	<p>MUST BE PROFICIENT IN EMAIL MICROSOFT EXCEL AND WORD Understand and support LTAD and Tenets of CS4L.</p>
<p><b>SKILLS REQUIRED:</b> <i>List of required skills and abilities. Be specific and minimum qualifications, not ideal ones.</i></p>	<p>BASIC COMPUTER (WORD AND EXCEL) AND EMAIL ABILITIES, ORGANIZATIONAL SKILLS AND ABILITY TO RESPOND AND DEAL EFFECTIVELY WITH THE MEMBERSHIP AT LARGE AND ASSOCIATION EXECUTIVE</p>
<p><b>MAIN DUTIES:</b> <i>A list of tasks performed. Think of long range duties (participation in yearly event, monthly reports) as well as more frequent tasks (respond to member inquiries).</i></p>	<ul style="list-style-type: none"> <li>- COLLABORATIVELY WORK WITH EXECUTIVE DIRECTOR QUALIFIER PROVINCIALS' POLICIES AND PROCEDURES</li> <li>- WORK WITH EXECUTIVE DIRECTOR ON BRANDING OF PROVINCIALS RELATING TO, BUT NOT LIMITED TO, AWARDS, SIGNAGE, AND SPONSORS RECOGNITION.</li> <li>- OVERSEE ALL DIVISIONS OF PROVINCIAL TOURNAMENTS UPDATE RNS QUALIFIER HOST GUIDELINES PACKAGE.</li> <li>- ARRANGE PRESENTATION OF MEDALS AND AWARDS AT PROVINCIAL TOURNAMENTS</li> <li>-PREPARE TOURNAMENT PACKAGES WITH HOSTS</li> <li>-APPROVE BUDGETS/ICE SCHEDULES OTHER REQUESTS FOR PROVINCIAL QUALIFIER TOURNAMENTS</li> <li>-COLLECTION AND AUDIT OF ALL TEAM REGISTRATIONS PERTAINING TO TECHNICAL PACKAGES AND QUALIFICATIONS FOR SUBSEQUENT EVENTS.</li> <li>-IN CONJUNCTION WITH EXECUTIVE DIRECTOR, DEVELOP / UPDATE....</li> <li>-MUST BE ABLE TO ANSWER ASSOCIATION AND INDIVIDUAL MEMBER INQUIRIES ON BOTH TEAM REGISTRATION AND PROVINCIAL TOURNAMENT QUESTIONS FOLLOWING THE RNS POLICY MANUAL AND SUBSEQUENT TECHNICAL PACKAGE.</li> <li>- ATTEND RNS MEETINGS AS WELL AS PRESIDENT AND AGM MEETINGS</li> <li>-SUBMIT BOARD REPORTS</li> <li>-SUPPLY REGISTRATION DATA DIRECTOR OF COACHING, AND HOSTS AS NEEDED.</li> <li>-SET DATES FOR PROVINCIAL TOURNAMENTS WITH PRESIDENTS 18 MONTHS IN ADVANCE OF QUALIFIER</li> </ul>

PROVINCIALS WITH RESPECT TO INTRA-PROVINCIAL TOURNAMENT DATES – NATIONALS AND EASTERN'S.

-RESPONSIBLE FOR MINUTES OF COMMITTEE MEETINGS ON FILE WITH RNS.

-REVIEW HOST APPLICATIONS FOR PROVINCIAL QUALIFIERS TO FORWARD TO VP FINANCE FOR REVIEW, PRIOR TO RNS BOARD APPROVAL.

RESPONSIBLE FOR PROVINCIAL EVENT DRAW SCHEDULE AND LIAISE WITH RIC FOR OFFICIALS SCHEDULE

-IMPLEMENTATION OF PROVINCIAL TOURNAMENTS FOLLOWING RNS POLICIES, PROCEDURES, AND GUIDELINES.

- Understand and support LTAD and Tenets of CS4L.
- Ringette Canada via policy adherence;
- Provincial Government in matters pertaining to reporting criteria, such as but not limited to Block Funding, High Performance Pathway, and Annual pre and post season reports;

Provincial team Tryouts:

Coordinate with Executive Director and VP Finance – budget, ice allocations schedule, and fees.

Coordinate, Oversee, and attend PT tryout process. Ensure selection and evaluation policies are updated. Chair provincial coach selection team committee and recommend committee members to the RNS Board of Directors;

Ensure all Provincial Team Staff have the required qualifications for their position, including NCCP certifications, criminal records check, and child abuse registry check as required;

Provincial Team Administration:

Ensure all teams adhere to approved budget.

Orient provincial team staff at the beginning of each season, and inform them of their duties and responsibilities, as well as all policies and expectations of the program;

Distribute electronic team staff evaluation forms to all provincial team athletes/parents on an annual basis and with the assistance of the Executive Director;

Participate on committees dealing with the planning or development of A and AA calibre competitions; NS HP Pathway Initiative reporting and responsibilities as per document.

Chair the Canada Winter Games Program Management

	<p>Committee with recommendations forwarded to the board for ratification.</p> <p>Update and review HP team selection policies and athlete ID criteria in relation to Ringette Canada and Pathway criteria.</p> <p>Monitor and ensure alignment of HP stream programs with Pathway Goals and objectives. Reporting to Government as required.</p>
<p><b>EVALUATION</b> <i>How is effectiveness in this position assessed?</i></p>	<p>COORDINATED EVENT HOSTING WITHIN BUDGETS.</p>
<p><b>TIME COMMITMENT:</b> <i>Approximate time commitment broken down by week, month or season depending on position.</i></p>	<p>-DURING PROVINCIALS WILL BE REQUIRED TO ATTEND FULLY, FOR A MINIMUM 75% OF EVENT, ESPECIALLY FOR EVENT START UP AND DURING FINAL GOLD MEDAL GAMES.</p> <p>15 HOURS MONTHLY (CAN INCREASE DURING PEAK TIMES IE: FEBRUARY &amp; MARCH FOR PROVINCIALS AND DECEMBER &amp; JANUARY FOR PROVINCIALS REGISTRATION)</p>
<p><b>POSITION TERM:</b></p>	<p>2 YEARS</p>
<p><b>OTHER CONSIDERATIONS:</b> <i>Any other considerations or benefits that a volunteer should be made aware of.</i></p>	<p>LIAISE WITH MARKETING AND EVENTS DIRECTOR WITH RESPECT TO CORPORATE SUPPORT AND SERVICES WHICH OVERLAP WITH INTRA-PROVINCIAL EVENTS.</p> <p>MAY NOT COACH A PROVINCIAL OR CANADA GAMES TEAM WHEN SITTING AS BOARD MEMBER IN THIS ROLE.</p>
<p><b>APPROVAL DATE:</b> <i>Job description date of approval.</i></p>	<p>MAY 201_</p>
<p><b>REVIEW DATE:</b> <i>Job description date for review.</i></p>	<p>JANUARY 201_</p>