



BOARD MEMBER JOB DESCRIPTION TEMPLATE

<p>POSITION TITLE</p>	<p>DIRECTOR OF PROVINCIAL TOURNAMENTS</p>
<p>RESPONSIBLE FOR: <i>1-2 sentence general overview of area of responsibility</i></p>	<p>Provincial Non-Qualifier Tournaments planning and overseeing the events. Liaise with Association-based tournaments for sanctioning requirements.</p>
<p>RESPONSIBLE TO: <i>Reporting relationship and accountabilities</i></p>	<p>RNS Board and liaise with RNS VP Finance, Director of Marketing & Events, and Executive Director.</p>
<p>QUALIFICATIONS: <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>SKILLS REQUIRED: <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>MAIN DUTIES: <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"> - COLLABORATIVELY WORK WITH EXECUTIVE DIRECTOR ON SANCTION EVENT AND PROVINCIALS' POLICIES AND PROCEDURES - WORK WITH EXECUTIVE DIRECTOR ON BRANDING OF PROVINCIALS RELATING TO, BUT NOT LIMITED TO, AWARDS, SIGNAGE, AND SPONSORS RECOGNITION. - OVERSEE ALL NON-QUALIFIER DIVISIONS OF PROVINCIAL TOURNAMENTS UPDATE RNS HOST GUIDELINES PACKAGE. -CHAIR PROVINCIAL CHAMPIONSHIPS COMMITTEE. - ARRANGE PRESENTATION OF MEDALS AND AWARDS AT PROVINCIAL TOURNAMENTS -PREPARE TOURNAMENT PACKAGES WITH HOSTS -APPROVE BUDGETS/ICE SCHEDULES/FUNDRAISING OR OTHER REQUESTS FOR PROVINCIAL TOURNAMENTS -COLLECTION AND AUDIT OF ALL ASSOCIATION REGISTRATIONS - LOCAL TOURNAMENTS WHEN APPLICABLE OR AS A RESULT OF COMPLAINT. -IN CONJUNCTION WITH EXECUTIVE DIRECTOR, DEVELOP / UPDATE LOCAL ASSOCIATION TOURNAMENT SANCTIONING POLICES AND PROCEDURES. -MUST BE ABLE TO ANSWER ASSOCIATION AND INDIVIDUAL MEMBER INQUIRIES ON BOTH TEAM REGISTRATION AND PROVINCIAL TOURNAMENT QUESTIONS FOLLOWING THE RNS POLICY MANUAL - ATTEND RNS MEETINGS AS WELL AS PRESIDENT AND AGM MEETINGS -SUBMIT BOARD REPORTS

	<p>-SUPPLY REGISTRATION DATA TO ED, DIRECTOR OF COACHING, AND HOSTS AS NEEDED.</p> <p>-SET DATES FOR PROVINCIAL TOURNAMENTS WITH PRESIDENTS 18 MONTHS IN ADVANCE OF NON-QUALIFIER PROVINCIALS.</p> <p>-CHAIR PROVINCIALS HOSTS COMMITTEE AND REVIEW / UPDATE ITS TERMS OF REFERENCE FOR BOARD APPROVAL.</p> <p>-RESPONSIBLE FOR MINUTES OF COMMITTEE MEETINGS ON FILE WITH RNS.</p> <p>-REVIEW HOST APPLICATIONS WITH PROVINCIALS COMMITTEE TO FORWARD TO VP FINANCE FOR REVIEW, PRIOR TO RNS BOARD APPROVAL.</p> <p>RESPONSIBLE FOR PROVINCIAL EVENT DRAW SCHEDULE AND LIAISE WITH RIC FOR OFFICIALS SCHEDULE</p> <p>-REVIEW SANCTION TOURNAMENT POLICY ON BEHALF OF BOARD AND MAKE RECOMMENDATIONS.</p> <p>ALL ASSOCIATION'S TEAM REPS HAVE INPUTTED TEAMS' REGISTRATIONS FROM U9 – U19 REC / B/C DIVISIONS COMPLETED ON TIME FOR EVENT SCHEDULING</p> <p>-IMPLEMENTATION OF PROVINCIAL TOURNAMENTS FOLLOWING RNS POLICIES, PROCEDURES, AND GUIDELINES.</p>
<p>EVALUATION <i>How is effectiveness in this position assessed?</i></p>	<p>COORDINATED EVENT HOSTING WITHIN BUDGETS.</p>
<p>TIME COMMITMENT: <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 OR FOR THE START OF ALL TOURNAMENTS MINIMUM 4 HOURS.</p> <p>15 HOURS MONTHLY (CAN INCREASE DURING PEAK TIMES IE: FEBRUARY & MARCH FOR PROVINCIALS AND DECEMBER & JANUARY FOR PROVINCIALS REGISTRATION)</p>
<p>POSITION TERM:</p>	<p>2 YEARS</p>
<p>OTHER CONSIDERATIONS: <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>APPROVAL DATE: <i>Job description date of approval.</i></p>	<p>MAY 2016</p>
<p>REVIEW DATE: <i>Job description date for review.</i></p>	<p>JANUARY 201_</p>