

**1. The Executive Officer**

- a. Responsible to the GRC Ex (G1);
- b. Executive Officer or delegate will chair all Association Committee meetings;
- c. Executive Officer or delegate will make an appearance at the club during all curling activities to include but not limited to:
  - i. The Opening and Closing Bonspiel;
  - ii. All NBCA/CCA Events held at the club; and
  - iii. All major Bonspiels.
- d. Appoint members to fill all position (less those that are elected) on the Curling Executive Committee;
- e. Work with the Manager to produce business plan, marketing plan and directives;
- f. Represent the Curling Membership at all GRC Committee meetings;
- g. Responsible to update/review club constitution on a Annual basis;
- h. Provide the Curling Executive guidance and direction with respect to the way ahead for the Association in accordance with the Commander's overall plan;
- i. Ensuring that statements of duties exist for all members of the Executive Committee and that those duties/responsibilities are understood by each member of the Executive; and
- j. Advise management on all curling matters.

**2. The Vice President**

- a. Responsible to the Executive Officer;
- b. Stand in for the Executive Officer when necessary;
- c. Assist in the implementation of new policies and plans as directed by the Executive Officer;
- d. Coordinate and oversee the club's sponsorship and advertising programs;

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- e. Responsible to coordinate club fundraising activities;
  - f. Responsible for the club's entertainment to include but not limited to:
    - i. Open houses;
    - ii. Fun/Family Curling; and
    - iii. Closing Banquet.
  - g. Provide oversight on any hospitality activities held at the club; and
  - h. Responsible for the Club's communication plan to include but not limited to:
    - i. Updating Notice Boards;
    - ii. Updating Club Distr List; and
    - iii. Club multi-media to include website and Facebook Page
- 3. Treasurer**
- a. Responsible to the Executive Officer;
  - b. Assist the Club Manager in the preparation of the an annual budget and present it to the Executive and to the membership at AGMs;
  - c. Monitor and Evaluate financial results in comparison to the budget and provide monthly updates to Executive during the curling season; and
  - d. Ensure that financial policies and procedures as outlined in AFN 105 are followed.
- 4. Secretary**
- a. Responsible to the Executive Officer;
  - b. Give notice of all meetings, distribute the Agenda, record and produce minutes of meetings NLT 14 days after completion of a meeting; and
  - c. Prepare any out-going mail that requires the Executives Officer's signature;
- 5. Club Captain**
- a. Responsible to the Executive Officer;
  - b. Responsible for oversight on the Association's participation in NBCA/CCA events;

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- c. Address any concerns regarding ice conditions with Ice Makers and Club Manager;
  - d. Address any issues regarding overall club concerns presented by club membership;
  - e. Coordinate rules IAW NBCA, CCA, and Club Constitution; and
  - f. Responsible for the updating and the up-keep of club plaques, trophies, and historical memorabilia.
- 6. League Coordinator**
- a. Responsible to the Executive Officer;
  - b. Coordinate scheduling, draws, and standings for their respective leagues and ensure that they are posted at the club on applicable notice boards;
  - c. Assist Vice President with communication/advertising plans as required; and
  - d. Coordinate the engraving of plaques and trophies for league champions through the Club Captain.
- 7. Bonspiel Chairperson**
- a. Responsible to the Executive Officer;
  - b. Work with the Executive Officer to produce dates for club events and ensure that they are published on the NBCA calendar through the NBCA Rep;
  - c. Work with the Vice President to ensure that Bonspiels are well advertised;
  - d. Produce sign up sheets and club advertising posters a minimum of 21 days in advance of a scheduled bonspiel;
  - e. Coordinate with the manager to ensure that adequate ice and bar staff are scheduled for bonspiels; and
  - f. Solicit necessary volunteers to ensure that each bonspiel is a success.
- 8. NBCA Rep**
- a. Responsible to the Executive Officer;



- b. Represent the Association at all NBCA meetings;
- c. Ensure that the Executive and membership are kept current with NBCA events, rulings, and policies;
- d. Advise NBCA of any deceased members at NBCA general meetings;
- e. Ensure that all mail received from the NBCA is posted on applicable notice boards; and
- f. Coordinate with the Manager to ensure that annual NBCA dues are paid for all the Association as requested by the NBCA.

**9. Junior Development Coordinator**

- a. Responsible to the Executive Officer;
- b. Coordinate the development of Junior Curler 12-20 years of age;
- c. Represent/voice the concerns of Junior Curlers at Executive meeting;
- d. Provide advice to the Executive on the participation of a Junior Program Curler in one of the adult Leagues;
- e. Provide advice to the Executive on the participation of a Junior Program Team in one of the adult Leagues;
- f. Register teams in provincial level events as required;
- g. Ensure that all coaches are as a minimum in training as part of the Competition Coach program and have valid criminal background checks completed; and
- h. Solicit necessary volunteer help to run the Association's Junior program.

**10. Little Rocks Coordinator**

- a. Responsible to the Executive Officer;
- b. Coordinate the development of curlers age 5-12 years of age;

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- c. Be the recommendation authority for any individual who wishes to enter the Junior Program early. Final approval will come from the Junior Coordinator;
- d. Represent/voice the concerns of Little Rock Curlers at Executive meeting;
- e. Register teams in provincial level events;
- f. Ensure that all coaches/volunteers have valid criminal background checks completed; and
- g. Solicit necessary volunteer help to run the Association's Little Rocks program.

