

Yellowknife Slo Pitch Association

Board Members Roles and Responsibilities

All Board members are elected at the Annual General Meeting. Responsibilities can be modified from Board to Board, based on Members skill sets.

President

Oversees the Yellowknife Slo Pitch Association. He/She/They are expected to schedule and run all monthly meetings, general meetings, and any other meetings as required throughout their term. He/She/They will assist all other Board members as needed.

He/She/They are the main points of contact for SPN, NWT Softball, TeamSnap representatives, and the City of Yellowknife. He/She/They have the capability to veto any Board decision and is expected to break tie breaker votes when required in matters that are taken to a vote.

The term of commitment for the President is 2 years, overlapping with the Vice President to ensure a smooth transition from Board to Board. This role changes in the EVEN Years.

Vice President

In the absence of the President or when requested to do so by the President, shall assume all duties and responsibilities of the President. He/She/They will assist all other Board members as needed. He/She/They are responsible for managing any field booking requests by members or other organizations and managing public complaints, as required.

The term of commitment for the Vice President is 2 years, overlapping with the President to ensure a smooth transition from Board to Board. This role changes in the ODD Years.

Treasurer

The Treasurer is responsible for managing all financial matters and is expected to recommend and assist the board in following the planned budget. This role does work closely with the President to ensure that all financials are current and continually being updated, as required. He/She/They should be prepared to answer board member questions at any time. He/She/They are responsible for preparing, sharing, and approving what contractor will get the Field Maintenance Contract. He/She/They are responsible for paying bills approved by the Board of Directors and all bills owed by the YKSA to ensure that the organization stays in good financial standing. If the Treasurer is absent, the President shall take responsibility for overseeing all Treasurer responsibilities.

Accounting Certificate is not required but highly encouraged.

The term of commitment for the Treasurer is 2 years. This role changes in the ODD years.

Secretary

The Secretary's primary responsibilities include creating the Agenda for all scheduled meetings, maintaining accurate meeting minutes, keeping the Board email inbox organized and communicating with the board when specific emails need to be actioned by other board members. The Secretary is also responsible for keeping the YKSA social media platform up to date (Facebook only) with events and other important information and manages all updates to the YKSA website. He/She/They are responsible for ensuring that the Society Act paperwork is current, up to date, and submitted on an appropriate timeline.

Social media and website design experience recommended but not required.

The term of commitment for the Secretary is 2 years. This role changes in the EVEN Years

Umpire-In-Chief

The Umpire-In-Chief is responsible for managing any and all umpire requirements which can include scheduling umpires for Territorials and scheduling umpires for playoffs. This role is expected to gauge interest in local umpires for local tournaments and provide contact information to the tournament organizers of these umpires. The UIC is responsible for booking and managing the yearly rules refresher clinic for all coaches, captains, and athletes to attend. Lastly, the UIC is responsible for managing player, coach, and captain rule complaints, as required. The UIC will bring these complaints to the Board of Directors, when needed.

Experience umpiring recommended but not required.

The term of commitment for the Umpire-In-Chief is 2 years. This role changes in the ODD years.

Director Positions (4 Positions)

Directors have duties and responsibilities that are not fixed but instead vary according to the needs of the association. These director responsibilities can include but are not limited to:

- Field maintenance and contracting/ Sewage contact
- Volunteer coordinating
- Fundraising and Sponsorships
- Registration, team rosters through SPN, and TeamSnap Scheduling
- Year End Party Plan

All Board Member Responsibilities

- Be in attendance for all Board meetings
- Assist with planning, organizing, and executing a successful League Sanctioned Tournament annually. All members are expected to be on site for portions of the Tournament.
- Hold themselves in a professional manner when representing the YKSA as a player, coach, captain, umpire, and/or board member
- Report any issues that happen around the field, which could include but is not limited to behavioral concerns, safety concerns, equipment malfunctions, etc.
- All Members are active voting members and are expected to vote either in favor, opposed, or abstained. *President is the tie breaking vote*

Board Member Terms:

President: 2 years, Changes on the EVEN Years

Vice President: 2 years, Changes on the ODD years

Treasurer: 2 years, Changes on the ODD years

Secretary: 2 years, Changes on the EVEN Years

Umpire-In-Chief: 2 years, Changes on the ODD years

Director Positions 4 Positions)

- **Position 1:** 2 years, Changes on the EVEN Years
- **Position 2:** 2 years, Changes on the EVEN Years
- **Position 3:** 2 years, Changes on the ODD years
- **Position 4:** 2 years, Changes on the ODD years