

East St. Paul Community Centre  
 Description of Executive and Board Positions  
 April 2008



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## **Volunteer Statement**

The Club's volunteers are willing to be team players within the established structure of the club. They are willing to support the overall development of all sport and recreation programs in the Community. Volunteers will make decisions for the betterment of programs. Volunteers have the commitment to fulfill their position. Volunteers may be subject to a background check.

## **Meeting Dates**

### **Full Board Meetings**

- Mid April – AGM
- Mid May
- Mid October
- Mid January
- Divisional meetings as required

### **Executive Meeting Dates**

- monthly (except July & December)

## **Executive Positions**

### ***President***

Directs the activities of the club and establishes policy direction. The individual represents the club at several governmental organizations and reports on regional activities. This position is a two-year term and comes up for election in even years.

### ***Past President***

Provides ongoing guidance and oversees the direction of the club.

### ***Vice President of Ice Sports***

Directs and reports on the sports associated with the arena - the skating program, hockey and ringette. The individual would communicate on a regular basis with the directors of these programs. The peak time for this position is the Fall & Winter. This position is a two-year term and comes up for election in odd years.

### ***Vice President of Field Sports***

Directs and reports on the sports associated with the outdoor activities – soccer, baseball and court sport programs. The individual would communicate on a regular basis with the directors of these programs. The peak time for this position is the spring and fall. This position is a two-year term and comes up for election in even years.

### ***Vice President of Events***

Directs and reports on the community celebrations, tournaments and social gatherings. The individual would communicate on a regular basis with the directors of these events. The peak time for this position is the spring and summer. This position is a two-year term and comes up for election in odd years.

### ***Vice President of Finance/Administration***

Directs and reports on the club's financial affairs. The individual would communicate on a regular basis with the members of their team. The peak time for this position is the spring and summer. This position is a two-year term and comes up for election in odd years.

### ***Vice President of Communications/Events***

Directs and reports on the club's activities to the community. The individual would communicate on a regular basis with the members of their team. The peak time for this position is the spring and fall. This position is a two-year term and comes up for election in even years.

## ***Secretary***

See the job description on page 10.

## **Board Positions Supporting the VP of Ice Sports**

Vice President of Ice Sports – directs and reports on the sports associated with the arena - the skating program, hockey, roller hockey and ringette. The individual would communicate on a regular basis with the directors of these programs. The peak time for this position is the fall and winter.

### ***Ice Sports Scheduler***

The scheduler oversees the allotment, assignment and fee collection of facility booking. The scheduler communicates with the VP of Ice Sports and governing associations. The peak time for this position is the fall and winter.

### ***Ice Sports Equipment Coordinator***

The coordinator oversees the acquisition, assignment and collection of equipment. The coordinator communicates with the VP of Ice Sports and program directors. The peak time for this position is the fall and spring.

### ***Skating Program Director***

The director oversees the direction of the skating program by establishing the programs and determining appropriate pricing levels. The director would communicate with governing associations and regional clubs. The director would update the VP of Ice Sports on program activities. The peak time for this position is the fall and winter.

**Canskate Convener**

**Bridging Convener**

**Test Convener**

**Synchronized Convener**

### ***Hockey Program Director***

The director oversees the direction of the hockey program by establishing the programs and determining appropriate pricing levels. The director would communicate with governing associations and regional clubs. The director would communicate directly with the Gateway Hockey Director and update the VP of Ice Sports on program activities. The peak time for this position is the fall and winter.

### **Tryout Coordinator**

The coordinator oversees the assignment and collection of tryout jerseys. The coordinator assists the conveners with the documentation of the team selection process. The peak time for this position is the fall.

### **House League Convener**

The convener oversees the 6 & under and 7 & 8 house league hockey programs. This involves registration, preseason player communication, coach selection, team formation, roster completion and league communications. The convener shall update the Hockey Director on program activities. The peak time for this position is the fall.

### **East League Convener**

The convener oversees the 8A1, 9, 10, 11, 12 year old hockey players. This involves registration, preseason player communication, coach selection, team selection, roster completion and league communications. The convener shall update the Hockey Director on program activities. The peak time for this position is the fall.

### **Winnipeg League Convener**

The convener oversees the 13, 14, 15, 16, 17 year old hockey players. This involves registration, preseason player communication, coach selection, team selection, roster completion and league communications. The convener shall update the Hockey Director on program activities. The peak time for this position is the fall.

### **Girls Hockey Convener**

The convener oversees the girls who elect to play in the girls division. This involves registration, preseason player communication, team formation and league communications. The director would communicate with governing associations and regional clubs. The director would update the Hockey Director and VP of Ice Sports on program activities. The peak time for this position is the fall.

### ***Ringette Director***

The director oversees the youth ringette program. This involves registration, preseason player communication, coach selection, team selection, roster completion and league communications. The convener shall update the VP of Ice Sports on program activities. The peak time for this position is the fall and winter.

### **Ringette Convener**

The convener will assist the director with the registration and placement of players. The peak time for this position is the fall.

### **Board Positions Supporting the VP of Field Sports**

Vice President of Field Sports - directs and reports on the sports associated with the outdoor activities – soccer, baseball and court sport programs. The individual would communicate on a regular basis with the directors of these programs. The peak time for this position is the spring and fall.

### ***Soccer Program Director***

The director oversees the direction of the soccer program by establishing the programs and determining appropriate pricing levels. The director would communicate with governing associations and regional clubs. The director would communicate directly with the VP of Field Sports on program activities. The peak time for this position is spring and fall.

### **Soccer Equipment Coordinator**

The coordinator oversees the acquisition, assignment and collection of equipment. The coordinator communicates with the VP of Field Sports and Soccer program directors. The peak time for this position is the spring and fall.

### **6 and Under Soccer Convener (Two Positions)**

The convener oversees the 3 & 4 (Micro) 6 & Under (Mini) soccer programs. This involves registration, preseason player communication, coach selection, team formation, roster completion and league communications. The convener shall update the Soccer Director on program activities. The peak time for this position is the spring.

### **7 & 8 Soccer Convener (Two Positions)**

The convener oversees the four divisions – 7 year old girls, 8 year old girls, 7 year old boys & 8 year old boys – for the indoor and outdoor season. This involves registration, preseason player communication, coach selection, team formation, roster completion and league communications. The convener shall update the Soccer Director on program activities. The peak time for this position is the spring and fall.

### **9 & 10 Soccer Convener**

The convener oversees the four divisions – 9 year old girls, 10 year old girls, 9 year old boys & 10 year old boys – for the indoor and outdoor seasons. This involves registration, preseason player communication, try-out communication, coach selection, team formation, roster completion and league communications. The convener shall update the Soccer Director on program activities. The peak time for this position is the spring and fall.

### **11 & 12 Soccer Convener**

The convener oversees the four recreational divisions – 11 year old girls, 12 year old girls, 11 year old boys & 12 year old boys – for the indoor and outdoor seasons. This involves registration, preseason player communication, try-out communication, coach selection, team formation, roster completion and league communications. The convener shall update the Soccer Director on program activities. The peak time for this position is the spring and fall.

### **13 & Over Soccer Convener**

The convener oversees the boys and girls recreational divisions for players 13 and over, for both the indoor and outdoor seasons. This involves registration, preseason player communication, coach selection, team formation, roster completion and league communications. The convener shall update the Soccer Director on program activities. The peak time for this position is the spring and fall.

### ***Baseball Director***

The director oversees the direction of the baseball program by establishing the programs and determining appropriate pricing levels. The director would communicate with governing associations and regional clubs. The director would communicate directly with the VP of Field Sports on program activities. The peak time for this position is the spring.

### **Baseball Equipment Coordinator**

The coordinator oversees the acquisition, assignment and collection of equipment. The coordinator communicates with the VP of Field Sports and Baseball conveners. The peak time for this position is the fall and spring.

### **Softball Convener**

The convener oversees the youth softball program, including children's T-Ball & penne ball. This involves registration, preseason player communication, coach selection, team formation, roster completion and league communications. The convener would communicate directly with the baseball director and equipment coordinator. The peak time for this position is the spring.

### **Hardball Convener**

The convener oversees the youth hardball program. This involves registration, preseason player communication, coach selection, team formation, roster completion and league communications. The convener would communicate directly with the baseball director and equipment coordinator. The peak time for this position is the spring.

### ***Volleyball Director***

The director oversees the direction of the volleyball program by establishing the program and determining appropriate pricing levels. The director would communicate with governing associations and regional clubs. The director coordinates registration, equipment acquisition, preseason player communication, coach selection, team formation and roster completion. The director would communicate directly with the VP of Field Sports on program activities. The peak time for this position is the fall.

### ***Volleyball Convener***

The convener will assist the director with the registration and placement of players. The peak time for this position is the fall.

### ***Basketball Director***

The director oversees the direction of the basketball program by establishing the programs and determining appropriate pricing levels. The director would communicate with governing associations and regional clubs. The director coordinates registration, equipment acquisition, preseason player communication, coach selection, team formation and roster completion. The director would communicate directly with the VP of Field Sports on program activities. The peak time for this position is the spring and fall.

### ***Basketball Convener***

The convener will assist the director with the registration and placement of players. The peak time for this position is the spring and fall.

## **Board Positions Supporting the VP of Events/Communications**

VP of Events - directs and reports on the community celebrations – tournaments and social gatherings. The individual would communicate on a regular basis with the directors of these events. The peak time for this position is the spring and summer.

VP of Communications - Directs and reports on the club's activities to the community. The individual would communicate on a regular basis with the directors of the activities. The peak time for this position is the spring and fall.

### ***Tournament of Aces Soccer Tournament Coordinator***

The coordinator recruits a team that plans and operates the events associated with the annual soccer tournament. The coordinator communicates with the VP of Events. The peak time for this position is spring.

### ***Tournament of Aces Hockey Tournament Coordinator***

The coordinator recruits a team that plans and operates the events associated with the annual hockey tournament. The coordinator communicates with the VP of Events. The peak time for this position is winter

### ***Volunteer Social Coordinator***

The coordinator plans and operates the annual volunteer social. The event occurs on the last Saturday in April or First Saturday in May. The coordinator works within a budget and communicates with the VP of Events. The peak time for this position is the spring.

### ***Outdoor Sign Coordinator***

The coordinator updates the message that is displayed on our outdoor sign. The coordinator communicates with the VP of Communications. The peak time for this position is winter and summer.

### ***Newsletter Coordinator***

The coordinator collects and edits articles for the club's newsletter. The coordinator is responsible for the production and distribution of the newsletter. The coordinator communicates with the VP of Communications. The peak time for this position is spring and fall.

## **Board Positions Supporting the VP of Finance/Administration**

VP of Finance - Directs and reports on the club's financial affairs. The individual would communicate on a regular basis with the coordinators. The peak time for this position is the spring and summer

### ***Secretary***

The Secretary reports at the club's board and executive meetings. The individual would communicate with the VP of Communications on a regular basis. The peak time for this position is the spring.

### ***Website Coordinator***

The coordinator collects and edits articles for the club's website. The coordinator communicates with the VP of Communications. The peak time for this position is spring.

### ***Director of Community Development***

The representative is a liaison between the ESP council, and ESPCC members and the ESPCC board. The coordinator communicates with the VP of Communications and must be a resident of the rural municipality of ESPCC.