

## Greyhound Executive Structure as approved at 2014 AGM

### **Intent of Changes to Greyhound Executive**

- Through a re-structuring of the Executive, we have provided a foundation for an orderly succession of executive and coaching positions in order to give the club a reasonable chance to continue its mission on into the future.
- We also have provided a foundation for more financial accountability in the form of checks and balances in the receipt and disbursement of funds.

### **Past President**

Role of Past President:

The Past President offers assistance and advice to the President and Executive upon request.

Responsibilities:

1. Perform an independent annual audit of the Club's Financial Statement in order to ensure that the Executive has accounted for all revenues and expenses of the club.
2. Attend Executive meetings as required.

### **President**

Role of President:

The President supports the mission of the club and, to that end, provides leadership for the Executive and the membership.

Responsibilities:

1. Call regular meetings of the Executive as needed.
2. Call meetings of one or more Executive members to address specific emergent issues.
3. Develop agenda for the AGM and Executive meetings.
4. Facilitate goal setting, action plans and annual budget.
5. Develop and judiciously follow a protocol for dealing with violations of the code of conduct.
6. Establish a Standing Disciplinary Committee of the Executive in order to quickly resolve any issues/conflicts arising from member violations of the code of conduct.

7. Call meetings of the Disciplinary Committee of the Executive in a timely way.
8. Coordinate and oversee fundraising activities, including the solicitation of sponsorships and donations.
9. Initiate and facilitate the generation of fundraising ideas for the club.
10. Secure, and ensure follow through on, contracts with sponsors, including the timely collection of sponsor grants.
11. Develop a succession plan for the Executive and Coaching Staff.
12. Resolve emergent member concerns forwarded to him by the Vice President or otherwise brought to his attention.
13. Appoint and assign specific duties to a Fund Raising Assistant.
14. Monitor equipment inventory and develop a Wish List for the Donor's Page of the website.
15. Work with the equipment coordinator to retrieve any equipment unreturned by the end of season due date.
16. Attend Executive meetings as required.

### **Vice President/Registrar**

#### Role of Vice President:

The Vice President identifies emergent concerns of members and brings these concerns to the attention of the President. He also assumes responsibility for the collection and deposits of any and all revenues received by the club.

#### Responsibilities:

1. Deal with emergent concerns of members and bring any unresolved issues to the attention of the President.
2. Serve on the Disciplinary Committee of the Executive.
3. On an annual basis, register each paid up member with BCA.
4. Keep a record of the BCA #'s of members.
5. Keep a signed copy of each member's application form including the waiver as shown on BC Athletics website as required by BC Athletics.
6. Gather bio info from each new Club member, including notes on their outstanding accomplishments and forward this info to the Club Webmaster.
7. Submit BCA monthly invoices to the Treasurer for payment.
8. Use the "Trackieme" website annually with BCA.
9. Collect, record, and issue receipts for annual membership dues.
10. Deposit dues, donations, and sponsor fees into the Club's bank account.
11. Keep deposit books.
12. Present deposit books for Audit on an Annual basis.
13. Attend Executive meetings as required.

## **Secretary/Treasurer**

### Role of Secretary:

The Secretary/Treasurer provides administrative support for the Executive and Membership and maintains a liaison with BC Athletics.

### Responsibilities:

1. Assign specific duties to and work with the Assistant to the Secretary/Treasurer appointed by the Club Executive.
2. Receive from Registrar an up to date list of members' names, addresses and contact information.
3. Record minutes at the AGM and Executive meetings
4. Keep physical documents for the club e.g. Certificate of Incorporation of Society, Club Constitution, etc.
5. Maintain correspondence with outside agencies, e.g. BC Athletics; Parks Board.
6. Renew club status annually with BC Athletics.
7. Renew Park Permit annually with Surrey Parks.
8. File Society documents annually with BC Government.
9. Ensure payment of Society annual dues to the BC Government.
10. Renew website licensing when it becomes due.
11. Attend Executive meetings as required.

### Role of Treasurer:

The Treasurer keeps an orderly record of all expenditures of the Greyhounds.

### Responsibilities:

1. Pay bills in a timely manner, including BC Athletics invoices, coaching stipends, equipment purchases, Parks Board, BC Government.
2. Prepare and distribute Financial Statements on an annual basis.
3. Receive bank statements and forward electronic copies of statements monthly to all members of the Executive.
4. Present bank statements, deposit books, receipts for audit on an Annual basis.
5. Coordinate expenditures in accordance with approved Budget and ensure Club financial goals are met at year's end, bringing any potential shortfalls to the attention of the President as they occur.
6. Attend Executive meetings as required.
7. Regulate the manner of all money disbursed by the club.

8. Issue a receipt on each occasion when a club representative wants to pay for an item such as equipment, coaches, fees, registration, website, etc.
9. Receive request order forms from Club Executive members wishing to purchase equipment or service on behalf of the club and, if the request order is covered in the current budget, proceed to issue a cheque for the amount requested.
10. Coordinate the design, purchase and distribution of uniform components, including singlets, shirts and jackets, to team members.
11. Set up a pilot project using Square software for the collection of member fees.
12. Obtain Club Credit Cards from the bank and make available to executive members responsible for purchases.
13. Attend Executive meetings as required.

## **Meet Coordinator**

### Role of Meet Coordinator

The Meet Coordinator oversees the registration/accommodation of team members wishing to participate in our four main meets, including the BC Championships in Langley and the Trevor Craven in Burnaby.

### Responsibilities:

1. Accept meet registrations from team members for specified meets and send to meet registrars at or before registration deadlines.
2. Collect and turn over all meet entry fees to the Treasurer for deposit in the Club account.
3. Coordinate accommodations for Greyhounds participating in our main out of town meets.
4. Pre-book rooms at one or more hotels well in advance of Meets and assign available rooms to team members on a first come, first serve basis.
5. Attend Executive meetings as required.

## **Head Coach**

### Role of Head Coach:

The Coach develops a phased training program for runners, jumpers, walkers and throwers and plans base practices for the team subject to modification for individual differences in fitness and ability levels.

### Responsibilities:

1. Plan, facilitate, coordinate and oversee base workouts for 100/200 M specialists, 400/800/1500M+ specialists and walkers.
2. Modify above workouts as needed in consultation with athletes in order to meet individual needs.
3. Monitor workouts for jumpers and throwers.
4. Coordinate the assignments of the coaching staff.
5. Inform team of upcoming meets or deadlines.
6. Designate team member to distribute competition #'s at track meets.
7. Dispute any discrepancy between results on the track or in the field and posted results.
8. Attend Executive meetings as required.

## **Assistant Coach**

### Role of Assistant Coach

The role of the Assistant Coach is to assist the Coach in the development of a phased training program for runners, jumpers, throwers and walkers and plans base practices for the team subject to modification for individual differences in fitness and ability levels.

### Responsibilities

1. Collaborate with the Coach in the planning, oversight, coordination, facilitation and execution of base workouts for the athletes.
2. Share coaching duties at practices and meets.
3. Take over direction of practices if the Coach has other commitments.
4. Gain experience across the spectrum of track and field events.
5. Assist the Head Coach in keeping track of results.
6. Attend Executive meetings as required.

## **Webmaster**

### Role of Webmaster

The Webmaster maintains a website in a magazine format featuring a mix of photos and text.

### Responsibilities

1. Revise/update website at least once a week.

2. Strike a balance on the website between emergent info (on practices and meets) and reference material (rehab tips, sprint training program structure, etc.) and also between action photos and news reports.
3. Attend Executive meetings as required.

## **Equipment Coordinator**

### Role of Equipment Coordinator

The Equipment Coordinator controls the off-season storage and in season loans of club equipment following guidelines established by the Executive.

### Responsibilities:

1. Keep an up to date record of equipment on hand or lent out.
2. Use a sign out system for equipment loans and specify a return date.
3. Ensure all equipment has a label.
4. Ensure return of any loaned out equipment at the end of each season.
5. Report to Executive any lost or otherwise unreturned equipment.
6. Attend Executive meetings as required.