

Prince George Gymnastics **Board of Directors Positions**

President:

Examples of duties include the following:

- Responsible for overall coordination of the PG Gymnastics Board of Directors.
- Non-voting member of the board. This position will only vote in the event of a tie-breaker situation and at the AGM.
- Oversee gym general operations.
- Responsible for the communication of board decisions regarding the addition and or dismissal of employees.
- Oversee board orientation.
- Facilitate AGM.
- Zone 8 preparation.

Vice President:

Examples of duties include the following:

- Carry out the duties of the President during the President's absence.
- Voting position of the board.
- Take on tasks as delegated by the board or president.

Treasurer:

Examples of duties include the following:

- Voting position of the board.
- Take on tasks as delegated by the board or president.
- Responsible for presenting monthly financial statements at monthly board meetings and at the AGM.
- Oversee the entries being entered into the books from the delegated staff member.
- Make bi-weekly deposits of club monies if office manager and/or office assistant unavailable.
- Oversee gaming application.

Secretary:

Examples of duties include the following:

- Voting member of the board.
- Takes on tasks as assigned by board or president.
- Prepares agenda for monthly board meetings and emails to Board members prior to monthly meeting.
- Records minutes from monthly board meetings and emails to Board members in a timely fashion.

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Registrar:

Examples of duties include the following:

- Voting member of the board.
- Take on tasks as delegated by the board or president.
- Responsible for Competitive registration package - to be completed by the end of July
- Responsible for Interclub registration package - to be completed 2 weeks before last class.
- Work with volunteer coordinator to organize any gymnastics promotional events such as Rec Mart, School Demos, YMCA Healthy Kids Day.
- Ensure office staff has complied with GBC policy: all registration information is submitted via club link and insurance and zone fees are forwarded to GBC prior to due dates.
- Ensure all registration times are adequately communicated to the membership.
- Ensuring that there is an adequate supply of registration information pamphlets available at the office.

Director of Communications and Public Relations:

Examples of duties include the following:

- Voting member of the board.
- Take on tasks as assigned by the board or president.
- Club advertising regarding registration, special events and general information.
- Post press releases regarding results of local athletes which have attended competitions.
- Act as the official liaison between Prince George Gymnastics and the media.
- Ensure that all communications with the media are accurate regarding names, ages, spelling, etc.

Director of Fundraising:

Examples of duties include the following:

- Voting member of the board.
- Take on tasks as assigned by the board or president.
- Organize fundraisers throughout the year.
- Ensure any and all season starting fundraising materials are given to the registrar in time for distribution.
- Institute new fundraising initiatives.
- Oversee and manage fundraising activities and volunteers.
- Special event coordination.

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Pro Shop Coordinator:

Duties are as follows:

- Voting member of the board.
- Take on tasks as assigned by board or president.
- Responsible for overall management of the pro shop.
- Ordering of specialty clothing and equipment for athletes.
- Maintain adequate inventory for sales.
- Organize pro shop volunteers for PG invitational, special events, and regular days.
- Perform inventory semi annually.
- Provide a profit and loss statement at each monthly board meeting.

Volunteer Coordinator:

Examples of duties include the following:

- Voting member of the board.
- Take on tasks as assigned by board or president.
- Responsible for organizing phone trees and phone volunteers for club events.

Coach Parent Liaison:

Examples of duties include the following:

- Voting member of the board.
- Take on tasks as assigned by board or president.
- Liaise with parents regarding any coaching concerns they may have and present these concerns to the board at the monthly meetings.
- Provide feedback to the parents regarding the boards solution to the concerns brought forward.
- Liaise with coaches regarding any parent concerns they may have and present these to the board at monthly meetings.
- Provide feedback to the coaches regarding the boards solution to the concerns brought forward.
- Review the coach's report with the board, if the head coach is unable to attend the meeting.
- Relay to the head coach any pertinent information from the board meeting in regards to the coach's report.

Director at Large:

Examples of duties include the following:

- Voting member of the board.
- Takes on tasks as assigned by board or president.