

SPARTANS TRACK AND FIELD CLUB

JOB DESCRIPTIONS

PRESIDENT

- Member of the Board
- Primarily responsible to support and achieve club's mission
- Provides leadership to Board, who sets policies
- Chairs meetings of the Board after developing the agenda with the Secretary
- Primarily responsible to ensure timely and appropriate communication with other clubs, Athletics Alberta, the Calgary Track Council, and parents
- Helps guide and mediate Board actions with respect to club priorities
- Monitors financial planning and financial reports
- Formally evaluates the performance of the coaches in conjunction with other designated member of the Board
- Annually evaluates the performance of the club in achieving its mission
- Is a member of the three-person Athletes Assistance Committee
- Is a member of the two-person Scholarship Committee

VICE PRESIDENT

- Member of the Board
- Performs Chair responsibilities when the President is not available
- Responsibility for public relations and advertising in the absence of a director specifically responsible
- Plays a leading role in fundraising activities
- Plays a leading role in parent communications

SECRETARY

- Member of the Board
- Maintains records of the Board and ensures effective management of club's records
- Manages minutes of Board meetings
- Develops agenda in conjunction with President
- Sends out notification of meetings and manages club correspondence
- Is sufficiently familiar with legal documents (articles, by-laws, athlete's handbook) to note applicability during meetings

TREASURER

- Member of the Board
- Manages finances of the club
- Administers fiscal matters of the club pertaining to setting membership fees, insurance, etc.
- Provides annual budget to the Board for approval
- Ensures development and board review of financial policies and procedures
- Works with club Administrator to settle financial issues relating to athletes and expenditures

MEMBERSHIP DIRECTOR

- Member of the Board
- Primary contact for new parents and athletes regarding questions pertaining to membership fees, responsibilities, coaches, and funding
- Monitors membership numbers and reports monthly status to Board
- Works with administrator to ensure fees and volunteer commitment deposits are paid
- Member of scholarship committee in conjunction with President

DIRECTOR AT LARGE

- Member of the Board
- Attends board meetings and provides input
- Is an active participant in the Board's annual evaluation and planning efforts
- Special projects as requested

ATHLETE REPRESENTATIVE

- Attend Board meetings
- Provide athlete perspective to Board
- Responsible to bring forward athlete concerns to Board
- Communication from Board to athletes as required