**MICRC Executive Position Responsibilities**

**(1) President**

Chair of the Board; presides at AGM, SGM and Board meetings;

Oversee all operations and activity of the club;

Public face of the club; regular attendance of club related events

FFL Board Director;

CRF Club Representative;

Oversee development of annual operating budget

Interact with and support all club members as required to promote the interests and goal of the club.

**(2) Vice President**

Support the president in all aspects as required

Preside over any meetings where president is unavailable

Public face of the club; regular attendance of club related events

**(3) Treasurer**

File all financial returns as required by regulations and law.

Keep proper accounting records; Provide regular accounting reports and expenditures vs. budget

Day to day banking needs

Financial investments

Manage disbursement of funds

Liaise with external Auditor

Recommend annual dues structure.

Oversee annual scholarship program (qualification, awards, disbursements, reports)

**(4) Registrar**

-register members with governing bodies

-maintain and distribute registration records

-maintain records of fees paid

-work with treasurer on fees collection

-

**(5) Secretary**

-recording and documentation of all official meetings and any amendments to Club by-laws

-produce and distribute minutes of all official meetings

-give notice of all official meetings as required

**(6) Director of Safety**

-Blue card management

-Vulnerable Sector Screening management

-Investigate any bullying/harassment allegations

-Engagement in any area involving player or club member safety

**(7) Director of Minis**

-recruit and support coaches and team managers

-assist in recruitment and support of all players

-host initial “parents night” meeting

-liase with players and parents as required

-provide regular updates and game reports to communication committee

-provide annual year end team(s) summary and recommendations

-apply for and host one minis festival

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**(8) Director of Juniors**

-recruit and support coaches and team managers

-assist in recruitment and support of all players

-host initial “parents night” meeting

-liase with players and parents as required

-provide regular updates and game reports to communication committee

-provide annual year end team(s) summary and recommendations

**(9) Director of Senior Women**

-recruit and support coaches and team managers

-assist in recruitment and support of all players

-liase with players and parents as required

-identify bursary and scholarship recipients

-provide regular updates and game reports to communication committee

-provide annual year end team(s) summary and recommendations

**(10) Director of Senior Men**

-recruit and support coaches and team managers

-assist in recruitment and support of all players

-liase with players and parents as required

-identify bursary and scholarship recipients

-provide regular updates and game reports to communication committee

-provide annual year end team(s) summary and recommendations

**(11) Social Director**

-annual banquets/year end celebrations for all sections

-coach/executive end of season appreciation events

-2 out of season events (ie 6 nation, superbowl events)

-3 in season events (pig roast, pub crawl, cruise)

-establish and maintain relationship with community partner pub

**(12) Professional staff manager**

-Manage communication team

-manage administrator

-manage interns

-manage development officer

**(13) Clubhouse and equipment manager**

-manage clubhouse janitorial service

-manage cleaning of changeroom facilities among various teams (“sweeping the sheds”)

-Inventory and management of balls and equipment

-organize procurement of team jerseys, individual kit and club swag in conjunction with club administrator