

ARTICLE 6: DUTIES OF BOARD OF DIRECTORS

The Board of Directors shall conduct the business of GDRS during the periods between general meetings of GDRS and in accordance with the authority granted to it in the rules and regulations of GDRS.

The Board of Directors shall be responsible for the appointment and renewal of appointments of all positions within GDRS except for those positions elected by the Membership of GDRS. This shall include the appointment or revocation of appointment of volunteer and paid positions within GDRS operations.

Chairperson

Except as provided for in the Dispute Resolution Policy of the OSA, and where the Chairperson delegates the responsibility to another person, the Chairperson shall:

- preside over all general meetings of GDRS and of the Board of Directors;
- be an ex officio member of all committees
- appoint all chairs of standing and special committees subject to ratification by the Board;
- oversee all duties of the Board, committees, staff;
- vote only in the case of a tie;
- chair the Discipline and Appeals Committee and nominate members of such committee; and be the spokesperson for GDRS.

Executive Director Operations

The Executive Director Operations shall:

- act in the absence of the Chairperson;
- co-ordinate GDRS soccer operations including scheduling and field allocation and management;
- oversee program design and development;
- be responsible for maintenance of the GDRS Handbook;
- supervise all paid employees and contract staff; and
- have other powers as assigned by the Board.

Secretary

The Secretary shall:

- keep a record of all minutes of the organization;
- keep on file all committee reports;
- be responsible for the maintenance of the bylaws, rules and regulations records/documents and have the current record books available at each meeting;
- be responsible for sending out to the membership a notice of each general meeting and to the Board notice of each meeting;
- conduct the general correspondence of the organization that is not the proper function of another office or committee;
- prepare an order of business, prior to each meeting and in consultation with the presiding officer; and
- in the absence of the Chairperson and Executive Director, preside until the immediate election or appointment of a chair pro tem.

Treasurer

The Treasurer shall:

- prepare a long term financial strategy and an annual operating budget, in conjunction with the Board;
- ensure that modern financial management practices are respected including the keeping of full and accurate records of the accounts of GDRS, that any financial obligations are satisfied and that liaisons with financial institutions are maintained as necessary;

- submit a written report to the Board at each regular Board meeting;
- ensure that financial statements are audited or reviewed as required, on an annual basis; and
- submit an Annual Report to the Annual General Meeting.

Past Chairperson

The Past Chairperson shall:

- provide advice; and
- perform such duties as designated by the Board of Directors

Registrar

The Registrar shall:

- organize and direct the registration of all players within GDRS;
- ensure that all players are registered as required with the Eastern Ontario District Soccer Association (EODSA); and
- ensure that all player registration requirements are respected.

Director Coach Development

The Director Coach Development shall:

- develop and manage a GDRS Coach Development strategy and plan;
- organize the training and development of all coaches, including training clinics;
- ensure the availability of resources for coaches, within budgetary limits;
- co-ordinate the development and maintenance of a Coach and Assistant Coach database;
- ensure that all coaches and assistant coaches are security screened as required by Board direction;
- develop and implement feedback mechanisms for coaches and about coaches; and
- co-ordinate any GDRS-wide communications and activities with coaches.

Director Equipment and Facilities

The Director Equipment and Facilities shall:

- select and purchase equipment, including all uniforms and trophies as required by GDRS;
- maintain and manage the inventory and storage of all equipment;
- organize and co-ordinate the distribution and collection of all equipment as required during the season;
- develop and manage any GDRS merchandising program;
- work with the Director Marketing and Community Relations in the development and implementation of any sponsorship programs and agreements impacting equipment and uniforms.

Director Soccer Divisions (number and definition to be determined by Board of Directors)

The Directors of each Soccer Division shall:

- have primary responsibility for a defined group of players by age and/or gender;
- oversee team formation for the respective division in the context of Board direction, including the co-ordination of any volunteers and the development and management of team lists, in order that teams are formed based on the equitable assignment of registered players;
- oversee the process of engaging coaches and be responsible for liaising on a regular and timely basis with coaches in the respective division throughout the season, including on matters related to performance feedback and discipline;
- be responsible for the development and modification as necessary of any program design within the respective division in the context of Board direction; and
- generally administer the activities of the respective division on behalf of GDRS and in concert with GDRS office management

Director Marketing and Community Relations

The Director Marketing and Community Relations shall:

- develop and manage the GDRS marketing and sponsorship program;
- develop and promote relations with other community organizations;
- oversee the development and co-ordination of special events;
- ensure the appropriate management and maintenance of the GDRS web site in line with GDRS communications approach and requirements;
- ensure that any advertising and communications respect and leverage sponsorship agreements and partnerships; and
- work with the Director Equipment and Facilities in the implementation and management of any GDRS merchandising program.

Head Referee

The Head Referee shall:

- be an OSA registered referee in good standing
- have primary responsibility for the training and development of referees within GDRS to ensure that adequate refereeing resources are available for all GDRS games;
- ensure that all referees are familiar with the rules applicable to GDRS games;
- establish and manage the reporting procedure for referees so as to ensure that all matters of importance are brought to the attention of the GDRS Discipline and Appeals Committee in a clear and timely manner;
- develop and maintain a performance management process whereby referees are provided with feedback and support throughout the season;
- ensure that there is a system in place whereby referees are scheduled for games;
- ensure that referees are paid on a regular and timely basis in accordance with appropriate scale of referee fees;
- participate in the development and revision of any rules and handbooks for GDRS so as to ensure consistent and clear direction; and
- co-ordinate any GDRS-wide communications and activities with referees