

Board of Directors

Finance/Marketing Director

Report to:

President and the Curling Club Board of Directors (Board)

Each Director will be elected for a term of three years and may serve for more than one such term; provided that, in any event, each Director must retire from office after three such terms; and at each annual general meeting one-third of the Directors shall complete their terms of office and retire from office, and their successors shall be elected. (Note: on the first year of the constitution coming into effect, Directors will be elected for terms of 1 year, 2 year or 3 year, in order to achieve the retirement conditions) Directors and Officers of the Board must be willing to submit to a criminal check and have a Serve it Right certification.

Purpose:

Each Director is an elected member and shall be responsible for raising revenues for the Club

General Responsibilities:

- Attend all meetings of the Board, Directorship and all general meetings of the Club
- Contribute to the decision-making process regarding the operation and direction of the Club
- Work with the Board in identifying strategic long term planning and implementing any major acquisitions and renovations for the club
- Assist, when necessary, with the organization of other functions and events of the Club and assist other Directorships when required
- Perform such other duties as required by the President, Board or Directors
- Submit a written report to the Annual and Semi-annual general meetings of the Club
- Ensures proper financial controls are developed, put in place and practiced
- Assists with the preparation of the Club's annual budget of the Club
- Liaises closely with the Treasurer on developing priorities for capital improvements
- Works with the manager on attaining grants
- Responsible for the coordination of the "Sponsors" Policy with the manager
- Advises and recommends to the Board on matters related to: investing, bank accounts, accounting practices, the financial duties in the job descriptions of staff and volunteers
- Make recommendations to the Board with respect to alternate uses of the Club facilities