

Phoenix Recreation Association Constitution and By Laws

BY LAW 2 – RESPONSIBILITIES OF PHOENIX RECREATION BOARD MEMBERS

General Responsibilities

- Board Members are required to attend all Regular meetings, Annual General Meetings and Special Meetings.
- Directors shall promote, develop and evaluate the Phoenix Recreation and its programs.
- The Board Members are responsible for coordinating the work of Phoenix Recreation and for carrying out the policies and directives of Phoenix Recreation.
- Board Members shall be the liaison between the community and Phoenix Recreation.
- Board Members shall fully support all policies, programs and decisions made by the Phoenix Recreation Association Board of Directors.
- Board Members shall serve without remuneration. No Board Member may directly or indirectly receive any profit from their position as Board Member. A Board Member may be reimbursed for reasonable expenses incurred by them in the performance of their duties as stated in the financial policies of Phoenix Recreation.
- The Board Members are responsible for ensuring the funds of Phoenix Recreation are accounted for as per the financial policies, and for ensuring that minutes of the meetings are properly maintained.
- Each Board Member has the responsibility to disclose to the Board any actual or perceived conflicts of interest.

President

- The President is the Chief Executive Officer and will preside/chair at all Board, and Annual/Special Meetings of Phoenix Recreation.
- Serve as spokesperson or shall designate an official representative of the Phoenix Recreation for the purpose of advancing the objectives and policies of Phoenix Recreation.
- Commission special or ad hoc committees when considered necessary.
- Delegate responsibilities to other Board Members or committees as required.
- Serve as an ex-officio member of all committees of Phoenix Recreation.
- Direct the activities of Phoenix Recreation in accordance with the goals and objectives of the Association.
- Ensure that all orders and resolutions are acted upon.
- Prepare and submit a written report of the activities of Phoenix Recreation at the Annual General Meeting.

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Vice President

- Perform all duties of the President in his/her absence.
- Assist the President with other duties as required.

Secretary

- Act as the clerk at all Board Meetings, recording votes, attendance and proceedings.
- Give notice of all Board Meetings to all Board Members prior to each meeting.
- Prepares the agenda for each meeting in consultation with the President.
- Carry out the correspondence of Phoenix Recreation as directed by the Board of Directors.
- Prepare an orientation package for all new Board Members.
- Request reports from each committee for purposes of preparing and compiling the annual report for the Annual General Meeting.
- Give notice of the Annual General Meeting not less than 21 days prior to the meeting.
- Provide a list of the Board of Directors to the R.M. of Headingley on an annual basis.
- Maintain all records of Phoenix Recreation and ensure the safety of permanent files.

Treasurer

- Serve as the custodian of all monies of Phoenix Recreation and keep complete accounts of all the assets, liabilities, receipts and disbursements.
- Present a report as per financial policies at each board meeting.
- Prepare an annual budget to be presented to the Board of Directors prior to the Annual General Meeting.
- Submit the financial records for review on an annual basis.
- Monitor the monthly/yearly financial operations of the Community Club.

Canteen Coordinator

- Purchase all supplies for the canteen.
- Set prices for the canteen.
- Inventory all canteen supplies for the year end inventory.
- Ensure that the necessary floats are available for all events and programs as required.
- Submit monies to the Treasurer for deposit on a regular basis.
- Liaise with other program coordinators (Ball, Hockey, Nursery School, etc) to maintain an up to date list of volunteers
- Develop canteen schedule and distribute as required.
- Establish guidelines for canteen volunteers and post as required (e.g. cleaning, stocking, cash, etc)
- Orientate new canteen volunteers as required.

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- Clean canteen cleanliness during canteen season, as well as pre season and post season.

Hockey Director

- oversees the Phoenix Hockey program
- organizes try outs and ensures player selections are done fairly
- ensures all team registrations are completed on a timely basis
- ensures all teams operate and complete league schedules
- monitors teams activities ensuring conformity with Association policies
- attends Assiniboine Park Hockey Association League meetings as required
- maintains communication between parents, players and coaches with respect to upcoming events, i.e. pictures, tournaments
- recruit coaching staff for each team
- maintains strong level of commitment towards player development
- provides canteen coordinator with a list of parents involved in the Phoenix Hockey program
- maintain up to date and accurate records of all players registered with Phoenix Recreation
- make recommendations to Phoenix Recreation Association on registration fees, equipment purchases, etc.
- ensure proper storage, collection and maintenance of al hockey equipment owned by Phoenix Recreation
- report any ice facility concerns to maintenance staff and/or Phoenix Recreation Association as required

Softball Convener

- oversee the Phoenix Minor Softball program
- advertise registration dates and register players
- ensure all team registrations are completed in a timely manner
- ensure all teams operate and complete league schedule
- Attend St. James Minor Softball meetings as required
- Maintain communications between parents, players and coaches with regarding to tournaments, clinics, tryouts, etc
- Recruit coaching staff as required
- Provide canteen coordinator with a list of parents involved in the Phoenix Ball program
- maintain up to date and accurate records of all players registered with Phoenix Recreation
- make recommendations to Phoenix Recreation Association on registration fees, equipment purchases, etc.
- ensure proper storage, collection and maintenance of all ball equipment owned by Phoenix Recreation
- report any diamond facility concerns to maintenance staff and/or Phoenix Recreation Association as required

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Baseball Convener (amended 2010)

- oversee the Phoenix Minor Baseball program
- advertise registration dates and register players
- ensure all team registrations are completed in a timely manner
- ensure all teams operate and complete league schedule
- Attend league meetings as required
- Maintain communications between parents, players and coaches with regarding tournaments, clinics, tryouts, etc
- Recruit coaching staff as required
- Provide canteen coordinator with a list of parents involved in the Phoenix Ball program
- maintain up to date and accurate records of all players registered with Phoenix Recreation
- make recommendations to Phoenix Recreation Association on registration fees, equipment purchases, etc.
- ensure proper storage, collection and maintenance of all ball equipment owned by Phoenix Recreation
- report any diamond facility concerns to maintenance staff and/or Phoenix Recreation Association as required

Youth Representative

- Provide a linkage between Headingley Youth and Phoenix Recreation
- Ongoing development of Youth programs and events
- Recruit Headingley Youth to volunteer for Phoenix Recreation programs and events
- Provide a youth perspective during decision making

Nursery School Representatives (2)

- To develop personnel policies and guidelines
- To make recommendations to Phoenix Recreation regarding personnel issues.

- To support the Director in facilitating communication between Phoenix Recreation, Nursery School parents and community at large.
- To act as a resource to the Nursery School Director and staff in the planning, implementation and evaluation of program.
- To act as a resource to the Nursery School Director in the development and monitoring of program policies, handbooks, operating guidelines, etc.

Communications Director

- Manage and update website as required.
- Make recommendations to Board of Directors on links to website.
- Ensure that all policies regarding privacy legislation are followed.
- Promote availability of website to R.M. of Headingley
- Coordinate with secretary, the postings of meeting notices, meeting minutes, etc.

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Special Events/Program Convener

- Develop a yearly plan for program events
- Recruit volunteers to assist with special events
- Maintain accurate records of events
- Network with other partnering organizations as appropriate

COMMITTEES

Executive Committee

- To oversee and guide the daily functions of Phoenix Recreation
- During the intervals between meetings of the Board of Directors, the Executive Committee shall possess and may exercise all of the powers of the Board of Directors to the extent that the law may otherwise require. The Executive Committee shall be subject to the order of the Board and none of its acts shall conflict with any action taken by the Board.
- The Board of Directors may delegate to the Executive Committee any of the duties exercisable by it.

Committee – General

- Prepare a budget and present to the Board of Directors for approval
- Report to the Phoenix Recreation Board of Directors as required.
- Prepare an Annual Report to be presented at the Annual Meeting including recommendations for future events/projects.