

Board Roles & Brief Descriptions

Role	Description
President	Chairs Board meetings, represents the club publicly, ensures effective governance, and oversees club operations. Supervises staff who report directly to the Board, providing leadership and accountability support.
Vice-President	Supports the President and serves as Ombudsman, addressing member concerns and assisting with governance. Replaces President when required.
Treasurer	Oversees the financial health of the club. Prepares financial reports and budgets, and ensures appropriate financial controls and policies are in place and followed. Acts as liaison with the club's auditors and supports the annual audit. Prepares and submits funding applications, AGCO compliance reports, and reports to government and community funders. Plays a key role in risk management, including ensuring appropriate insurance policies are in place and that the club adheres to ESA and other employment laws.
Secretary	<p>Ensures the Board operates with proper governance and documentation standards. Prepares and distributes meeting agendas and supporting materials in advance of Board meetings. Takes and maintains accurate minutes, including in-camera sessions, and circulates them to Board members in a timely manner. Ensures proper meeting procedures are followed, including recording motions, votes, and decisions, and posting approved open session minutes to the internal website. Maintains the official record of Board policies, bylaws, resolutions, and decisions.</p> <p>Also responsible for:</p> <ul style="list-style-type: none">• Ensuring disclosure, documentation, and appropriate handling of conflicts of interest.• Providing information to Board members regarding required training, tracking completion, and following up on outstanding obligations.• Maintaining a Board member registry with required personal and compliance information.• Obtaining signed disclosures and formal acceptance of position from all Directors.• Assisting with preparation of AGM materials and supporting documentation for legal and regulatory filings.
Volunteer Manager	Oversees the tracking of volunteer hours by collecting reports from coordinators. Recruits volunteers for ad hoc needs and provides

Role	Description
	regular updates to families on their completed and remaining volunteer hours. Prepares a final summary for any outstanding hours to be invoiced at the end of the season.
Registrar	<p>Oversees all aspects of athlete registration and recordkeeping. Maintains accurate, secure, and up-to-date records for all registered athletes, including contact information, medical notes, and required forms or waivers.</p> <p>Additional responsibilities include:</p> <ul style="list-style-type: none"> • Coordinating with staff to ensure accurate and timely registration data entry in Uplifter. • Ensuring compliance with insurance requirements, including uploading athlete data to the Ontario Gymnastics Association or other governing bodies. • Managing seasonal registration cycles for both recreational and competitive programs. • Tracking and updating athlete status (e.g., active, waitlisted, withdrawn). • Responding to registration inquiries from families and supporting clear communication throughout the process. • Preparing and maintaining an up-to-date emergency contact list for use by staff and coaches. • Providing registration statistics and reports to support club planning, reporting, and funding applications. • Assisting in preparing rosters and attendance tracking documents as needed. • Assisting in preparing rosters and attendance tracking documents as needed.
Communications/Marketing Manager	Oversees club communications, manages social media in collaboration with volunteers, and acts as liaison with parents.

