

# **FEDERATION OF BROOMBALL ASSOCIATIONS OF ONTARIO**



## **• APPENDIX F •**

# **DUTIES AND POWERS OF EXECUTIVE OFFICERS AND COMMITTEE CHAIRS**

# FEDERATION OF BROOMBALL ASSOCIATIONS OF ONTARIO

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## Appendix F – Duties and Powers of Executive Officers and Committee Chairs

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As of October 2017

### **AF1.0 PRESIDENT**

The President is responsible for the day to day general management and supervision of the affairs and operations of the F.B.A.O.

The President shall:

- a) When present, preside at all F.B.A.O. Meetings;
- b) Call necessary meetings of the Executive and/or Board of Directors to discuss and deal with matters of the F.B.A.O. In addition, conference calls, group e-mailings, or delegating to other Executive members may be employed;
- c) Act as the official representative of the F.B.A.O. and is empowered to respond and take necessary action on urgent matters;
- d) Sit on standing committees as a member ex-officio;
- e) Oversee activities associated with the C.B.F. and other Provincial bodies;
- f) Attend C.B.F. A.G.M. on behalf of the F.B.A.O. or find a suitable replacement. Similarly with any other interaction with the C.B.F. or affiliated Association;
- g) Oversee Senior Provincials and scheduling;
- h) Perform such other duties as may from time to time be determined by the Board of Directors.

### **AF2.0 FIRST VICE - PRESIDENT – ADMINISTRATION**

The First Vice - President - Administration is responsible, with the assistance of the Secretary and Treasurer, for all administrative matters relating to the F.B.A.O.

Including but not limited to:

- a) Ensuring updates and corrections are made to the F.B.A.O. Constitution and By-Laws and others papers;
- b) Reviewing the F.B.A.O. Constitution and By-laws for relevance and preparing or presenting new proposals/changes to the Executive and Board of Directors;
- c) Ensuring the timely distribution of F.B.A.O. documents and correspondence. Ex. Registration Forms, Pick-up Contract etc;
- d) Review/establish/enforce registration deadlines. Impose fines when deemed necessary;
- e) Receiving and reviewing all team registration forms. Uphold registration rules and regulations as stated in F.B.A.O. Constitution and By-Laws;
- f) Compiling a record of registration and statistics for the F.B.A.O. and C.B.F.;
- g) Performing such other duties as may from time to time be determined by the Board of Directors;
- h) In the absence of the President, the 1<sup>st</sup> Vice President is the first in line to temporarily perform the duties of President.

### **AF3.0 SECOND VICE - PRESIDENT – TECHNICAL**

The Second Vice - President - Technical is responsible for overseeing the technical aspect of the F.B.A.O.'s coaching and officiating programs and player development, i.e. junior program.

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Including but not limited to:

- a) Monitoring the activities of the Referee-in-Chief including but not limited to:
  - i. rule interpretations
  - ii. officiating schedules
  - iii. F.B.A.O. disciplinary activities: i.e. Suspension and hearings;
- b) Monitor the activities of the Coaching Committee;
- c) Overseeing the technical aspects of F.B.A.O. championships including, but not limited to:
  - i. development of event schedules –Junior Provincials and National Qualifier
  - ii. player suspension in conjunction with R.I.C.
  - iii. provision of technical guidance to the Disciplinary Committee established for each event in conjunction with the R.I.C.;
- d) Performing such other duties as may from time to time be determined by the Board of Directors;
- e) In the absence of the President and 1<sup>st</sup> Vice President Administration, the 2<sup>nd</sup> Vice President is the next in line to temporarily perform the duties of the President.

### **AF4.0 TREASURER**

The Treasurer is responsible for all financial aspects relating to payment of bills and tracking of F.B.A.O. revenues and expenses.

The Treasurer shall:

- a) Keep full and accurate accounts of all receipts and disbursements of the F.B.A.O. monies;
- b) Deposit all monies, or other valuable effects, in the name and to the credit of the F.B.A.O. in a financial institute;
- c) Disburse the funds of the F.B.A.O. under the direction of the Executive and Board of Directors;
- d) Provide the F.B.A.O. with a written account of all F.B.A.O. financial transactions;
- e) Assist the Executive and Board of Directors with the establishment of F.B.A.O. fees;
- f) Prepare and present a Budget and Budget Forecast;
- g) Provide and receive all Liability Insurance Sanctioning forms and monies;
- h) Along with the Secretary obtain and maintain Accident Insurance Policy and/or Liability Insurance Policy for Executive, Board of Directors, members and players;
- i) Perform such other duties as may from time to time be determined by the Board of Directors.

### **AF5.0 SECRETARY**

The Secretary shall attend all meetings of the Executive and/or Board of Directors and record all facts and minutes and proceedings. Copies of all minutes will be forwarded to the Executive and Board of Directors. Copies of F.B.A.O. correspondence will be forwarded to the F.B.A.O.

The Secretary is responsible for:

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- a) Providing all notices/agendas required to be given to the Executive and Board of Directors;
- b) Circulating F.B.A.O. Minutes;
- c) Providing and receiving all tournament sanction forms and monies;
- d) Providing/receiving/forwarding/being the liaison for Accident Insurance Forms and Claims;
- e) Performing such other duties as may from time to time be determined by the Board of Directors.

### **AF6.0 OFFICIALS COMMITTEE CHAIRPERSON (REFEREE-IN-CHIEF)**

The Officials' Committee Chairperson (Referee-in-Chief) is responsible for overseeing the development, errands and scheduling of F.B.A.O Major Officials.

Duties include but not limited to:

- a) Being a liaison between the F.B.A.O. and C.B.F. concerning official development and evaluation and similarly between the F.B.A.O. and Regional R.I.C.'s.
- b) Being a liaison between the F.B.A.O. and CBF in proposing, presenting, informing and interpreting rules and similarly between the F.B.A.O. and Regional R.I.C.'s
- c) Being a liaison between F.B.A.O.'s Officials and the F.B.A.O.
- d) Provide necessary paperwork and guidance to Regions and Regional R.I.C.'s to hold Referee Clinics and perform evaluations. Be recipient of such paperwork from Regions and present to F.B.A.O. that which is necessary or requested.
- e) Solicit Referees from the Regions to officiate at all F.B.A.O. hosted events.
- f) Prepare Officials' schedule for all F.B.A.O. hosted events.
- g) Evaluate Officials at F.B.A.O. events and select F.B.A.O. Official(s) to attend C.B.F. hosted events as F.B.A.O.'s representative(s).
- h) Oversee and act upon all suspensions and disciplinary matters at F.B.A.O. hosted events. Notification of suspensions and selecting and holding disciplinary cases as outlined in F.B.A.O.'s Disciplinary Procedures and Guidelines.
- i) Be a partner in all appeal cases brought forward to the F.B.A.O., process outlined in F.B.A.O.'s Disciplinary Procedures and Guidelines.