

PRESIDENT

AUTHORITY/RESPONSIBILITY: The Board of Directors is the legal authority for the Edmonton Ultimate Players Association (EUPA). As a member of the Board, the President acts in a position of trust for the Ultimate community and is responsible for the effective governance of the organization. The President is responsible and accountable to the membership.

RECOMMENDED: Completed at least one year of Board membership term and have an understanding of board and league procedures. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel.

TERM: The President serves for two years.

REQUIREMENTS:

- Commitment to the vision, mission and mandate of the organization
- Willingness to serve on at least one committee in addition to the Executive Committee
- Attendance at monthly Board meetings
- A time commitment of 10-20 hours per month, excluding official monthly board meetings. Time requirements are heaviest from April to August and lightest from November to March.
- Attendance at Annual General Meeting
- Be informed of the programs provided by EUPA and publicly promote them
- Prepare for and participate in the discussions and the deliberations of the Board and EUPA committees as applicable
- Foster a positive working relationship with other Board members, and EUPA volunteers
- Be aware and abstain from any conflicts of interest

MAJOR DUTIES:

- Establish overall long and short term goals, objectives and priorities for EUPA in meeting the needs of the Edmonton Ultimate community in cooperation with the BOD and General Manager
- Be the primary spokesperson for EUPA to the media and community at large
- Address Annual General Meeting
- Chair the Executive Committee
- Act as a signing authority on behalf of the Board for financial and legal purposes
- Represent the organization to Government and Municipal officials
- Provide leadership and direction to the Board
- Arrange for Vice President to chair meetings in the absence of the President
- Represent EUPA at community functions
- In conjunction with the General Manager, set monthly Board meeting agenda
- Enhance relationships with other community groups and agencies
- Adhere to general duties outlined in the Member at Large description

REVIEW/APPROVAL DATE:

Annually review the President's job description. Recommended changes are presented to the Board for ratification.

VICE PRESIDENT

AUTHORITY/RESPONSIBILITY:

The Board of Directors is the legal authority for the Edmonton Ultimate Players Association (EUPA). As a member of the Board, the Vice President acts in a position of trust for the Ultimate community and is responsible for the effective governance of the organization.

RECOMMENDED: Completed one year of Board membership term and have an understanding of board and league procedures. Knowledge and skills in one or more areas of Board governance: policy, finance, programs and personnel

TERM: The Vice President serves for a two year term. Following a successful term, the Vice President is generally encouraged to run for the position of EUPA President.

REQUIREMENTS:

- Commitment to the vision, mandate and mission of the organization
- Willingness to serve on at least one committee apart from the Executive Committee
- Attendance at monthly Board meetings
- A time commitment of 5-10 hours per month, excluding official monthly board meetings
- Attendance at Annual General Meeting
- Be informed of the programs provided by EUPA and publicly promote them
- Prepare for and participate in the discussions and the deliberations of the Board
- Foster a positive working relationship with other Board members, and EUPA volunteers
- Be aware and abstain from any conflicts of interest

MAJOR DUTIES:

- Establish overall long and short term goals, objectives and priorities for EUPA in meeting the needs of the Edmonton Ultimate community
- Chair monthly Board meetings in the absence of the President
- Serve on the Executive Committee
- Act as a signing authority on behalf of the Board for financial and legal purposes
- Adhere to general duties outlined in Member at Large job description

REVIEW/APPROVAL DATE:

Annually reviews the Vice President's job description. Recommended changes are presented to the Board for ratification.

TREASURER

AUTHORITY/RESPONSIBILITY: The Board of Directors is the legal authority for the Edmonton Ultimate Players Association (EUPA). As a member of the Board, the Secretary acts in a position of trust for the Ultimate community and is responsible for the effective governance of the organization.

RECOMMENDED: Should have the ability to understand, interpret and create financial statements.

TERM: The Treasurer serves a two year term.

REQUIREMENTS:

- Commitment to the vision, mandate and mission of the organization
- Willingness to serve on at least one committee apart from the Executive Committee
- Attendance at monthly Board meetings
- A time commitment of 10-15 hours a month, excluding official regular monthly Board meetings.
- Attendance at the Annual General Meeting
- Be informed of the services provided by EUPA and publicly promote them
- Prepare for and participate in the discussions and the deliberations of the Board
- Foster a positive working relationship with other Board members, and volunteers for the organization.
- Be aware and abstain from any conflicts of interest

MAJOR DUTIES:

- Establish overall long and short term goals, objectives and priorities for EUPA in meeting the needs of the Edmonton Ultimate community
- Act as a signing authority on behalf of the Board for financial matters
- Ensure financial statements are presented to the Board on a monthly basis
- Serve on the Executive Committee
- Call the motion at Annual General Meeting to appoint the Auditor (if necessary)
- Act as a resource to other committees
- Adhere to general duties outlined in the Member at Large description

REVIEW/APPROVAL DATE:

Annually reviews the Treasurer's job description. Recommended changes are presented to the Board for ratification.

SECRETARY

AUTHORITY/RESPONSIBILITY:

The Board of Directors is the legal authority for the Edmonton Ultimate Players Association (EUPA). As a member of the Board, the Secretary acts in a position of trust for the community and is responsible for the effective governance of the organization.

RECOMMENDED: Excellent verbal and written skills. Knowledge and skills in one or more area of Board governance: policy, finance, programs and personnel

TERM: The Secretary serves a two year term.

REQUIREMENTS:

- Commitment to the vision, mandate and mission of the organization
- Willingness to serve on at least one committee apart from the Executive Committee.
- Attendance at monthly Board meetings
- A time commitment of 10-15 hours per month, excluding official monthly board meetings.
- Attendance at the Annual General Meeting
- Be informed of the programs provided by EUPA and publicly promote them
- Prepare for and participate in the discussions and the deliberations of the Board
- Foster a positive working relationship with other Board members and EUPA volunteers.
- Be aware and abstain from any conflicts of interest

MAJOR DUTIES:

- Establish overall long and short term goals, objectives and priorities for EUPA in meeting the needs of the Edmonton Ultimate community
- Ensure Board members receive minutes in a timely manner
- Serve on the Executive Committee
- Prepare and maintain minutes and records for all board meetings
- Reviews/monitors and verifies accuracy of the meetings minutes, and circulates to all Board members
- Adhere to general duties outlined in the Member at Large description

REVIEW/APPROVAL DATE:

Annually reviews the Secretary's job description. Recommended changes are presented to the Board.

MEMBER AT LARGE (DIRECTOR)

AUTHORITY/RESPONSIBILITY: The Board of Directors is the legal authority for the Edmonton Ultimate Players Association (EUPA). As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

RECOMMENDED: Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel.

TERM: Directors serve a two year term.

REQUIREMENTS:

- Commitment to the vision, mandate and mission of the organization
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs, and/or personnel
- Willingness to serve on at least one committee
- Attendance at monthly Board meetings
- A time commitment of 10 hours per month, excluding official monthly Board meetings
- Attendance at Annual General Meeting
- Be informed of the programs provided by EUPA and publicly promote them
- Prepare for and participate in the discussions and the deliberations of the Board
- Be aware and abstain from any conflicts of interest

MAJOR DUTIES:

- Govern EUPA by the broad policies developed by the Board
- Establish overall long and short term goals, objectives and priorities for EUPA in meeting the needs of the Edmonton Ultimate community
- Recommend policy to the Board
- Promote EUPA membership through community networking, etc.
- Be accountable to the membership for the programs provided and funds expended
- Monitor and evaluate the effectiveness of EUPA through a regular review of programs and services
- Be accountable and seeking nominations for election to the Board when appropriate
- Prepare for and participate in the discussions and the deliberations of the Board
- Foster a positive working relationship with other Board members, and EUPA volunteers

REVIEW/APPROVAL DATE:

The Board Development Committee annually reviews the Board member job description. Recommended changes are presented to the Board for ratification.