

PRESIDENT*

- Organizes the curling year with board help and ensures the smooth operation of the club
- Calls and presides over general club, board and executive meetings;
- Determines responsibilities of the board subject to the approval of the board;
- Arranges for the contract with the Sportsplex for the ice and insurance;
- Liaises with Sportsplex management to monitor and to continue the improvement of the quality of the ice;
- Sets up the teams and schedules for league play in the first and second half;
- Participates in the recommendation of the budget for approval by the membership;
- Prepares club newsletter with the assistance of the Secretary when and as required;
- Assists board members with their duties;
- Assists in the recruitment of new curlers;
- Co-signs checks as required;
- Is a member of the Executive; and,
- Helps set up and clean up at club parties as required.

VICE-PRESIDENT*

- Assists President, as required,
- Recruits new curlers to the club and liaises with the Sportsplex in the recruitment process;
- Sets up instructional training for new recruits (and members, if space is available through the Sportsplex);
- Co-signs checks as required;
- Is a member of the Executive;
- Becomes President when President steps down (generally after two years); and,
- Helps set up and clean up at club parties, as required.

PAST PRESIDENT

- Assists in the smooth transition of the new President; and,
- Attends meetings only when necessary.
-

TREASURER*

- Collects fees and waiver forms from all members including waiver forms from spares;
- Collects, weekly, spares' revenue from Spares Captain and ensures that the names of the spares, the amount and the date are properly documented;
- Ensures that all bills are properly authorized and, prepares and issues payment;
- Maintains financial statements;

- Prepares annual budget with input from Executive and review by other board members and approval at a general meeting;
- Co-signs checks as required;
- Is a member of the Executive; and,
- Helps set up and clean up at club parties.

SECRETARY*

- Attends all executive and board meetings and prepares a summary of all decisions made during the meeting and of all actionable items;
- Sends summary to the executive or to the board as appropriate;
- Prepares club newsletter with the assistance of the President when and as required;
- Co-signs checks as required;
- Maintains mailing lists of Members and Spares in both Spares Captain and NNECC gmail accounts
- Is a member of the Executive; and,
- Helps set up and clean up at club parties.

SOCIAL COORDINATOR

- Organizes club parties as outlined below but not necessarily restricted to:
 - Meet and Greet (first curling night of the season);
 - Christmas Party (last curling night before Christmas); and,
 - Valentine's Day Party (last curling night on or before Valentine's Day).
- The list of duties for the above may include with direction from President (and/or Executive??):
 - Petition members to host parties or arrange for alternate venue;
 - Purchase/order all food and supplies as required and/or organize potluck as required;
 - Other duties as required
- Year-End Banquet
 - Looks into various locations for year-end banquet and submits to executive for direction/approval;
 - Arranges for the location;
 - Purchases prizes for winning teams and door prizes (usually bottles of wine);
 - Determines or organizes any special events during banquet;
 - Arranges for Master of Ceremony;
 - Other duties related to banquet;
 - May seek assistance from other board members; and,
 - Ensures that banquet stays within budget or seeks approval from executive as required.

50/50 DRAW COORDINATOR

- There is a 50/50 draw held as part of the weekly social event that follows each game.
- The Draw Coordinator, or delegate will sell tickets to the members and track the number sold by quantity. That is the number sold at three for \$5.00 and one for \$2.00.
- The winner of the previous week's draw will select the next week's winning ticket.
- The winner receives half of the money collected.
- The Coordinator provides a weekly accounting of tickets sold and revenue collected to the Treasurer.

SPARES CAPTAIN

- Updates and maintains list of spares. Provides updated list to Secretary;
- Maintains a list of absences throughout the season and updates weekly. Contacts spares in order to fill vacancies as required. Tries to balance teams to the extent possible. If there is a shortage of spares, assigns spares such that no team consistently plays short handed if possible.
- Weekly, collects funds from spares and submits list of spares and money collected to Treasurer (or to another member of the executive in the absence of Treasurer); and,
- Help in set up and clean up at parties.

WEBMASTER/PHOTOGRAPHER

- Maintains website and updates as required; and,
- Takes pictures of club activities and post pictures on website as required.

SCORE KEEPER

- Weekly distributes and collects scorecards. Verifies that the scores are properly recorded.
- Provides updated standings to the WebMaster for posting on the NNECC website.

OTHER VOLUNTEERS AS REQUIRED

***Members of the Executive**