



## Ultimate Newfoundland and Labrador Board Positions

Ultimate Newfoundland and Labrador (UNL) is the Provincial Sports Organization (PSO) for ultimate frisbee in Newfoundland and Labrador. The work of UNL is led by a volunteer Board of Directors, comprised of individuals who work to grow the sport of ultimate in the province.

The board includes the following positions:

### Executive officers:

- President
- Vice-president
- Finance Director

### Board Members:

- Communications director
- Sport development director
- Youth grade school director
- Youth performance and development director
- Community outreach director
- Events director
- Member at large

## Executive and Board Roles and Responsibilities

### President

The responsibilities include, but are not limited to:

- Chairperson of the Board
- Chief executive officer of the association
- Chair of board meetings and AGM
- Exercises supervision and control over the officers and business of the association
- Serves as the spokesperson
- Act as one of the signing authorities of the organization

## **Vice-President**

The responsibilities include, but are not limited to:

- Assist the President in the fulfillment of their duties
- Record and keep, and distribute the minutes of all meetings
- Produce an agenda for each board meeting prior to the meetings
- Maintain records of all voting items
- Provide notice of Board meetings to the Directors
- Provide notice of all general meetings to members of the organization
- Act as one of the signing authorities of the organization

## **Finance Director**

The responsibilities include, but are not limited to:

- Have the care and custody of all funds
- Keep accurate, detailed accounts of all receipts and disbursements
- Responsible for drafting the annual budget for the Association (subject to Board approval)
- Chair the finance committee
- Act as one of the signing authorities of the organization

## **Communications Director**

The responsibilities include, but are not limited to:

- Develop and distribute monthly newsletter
- Lead Ultimate NL's communications outreach including managing social media channels (Facebook, Twitter and Instagram)
- Manage and maintain Ultimate NL's website
- Manage sponsor obligations related to online presence and outreach
- Lead media relations at the direction of the Board

## **Sport Development Director**

The responsibilities include, but are not limited to:

- Oversee clinics, both adult and youth, across the province
- Oversee coaching certification, development and maintenance
- Oversee the development of ultimate across the province in accordance with the organizations strategic plan
- Seek out new development opportunities to grow the sport of ultimate in the province

### **Youth Grade School Director**

The responsibilities include, but are not limited to:

- Oversee youth development projects of Ultimate NL
- Maintain mailing lists with schools and act as Ultimate NL school liaison
- Engage new schools in creating ultimate frisbee youth programs
- Help organize grade school tournaments
- Organize and direct provincial school tournaments
- Assist with managing the provincial ultimate team
- Promote and facilitate the growth of ultimate across the province

### **Youth Performance and Development Director**

The responsibilities include, but are not limited to:

- Oversee the development of provincial youth teams
- Organize and direct youth leagues in the province
- Plan youth performance and development-based clinics throughout the year
- Develop and organize the junior open and women's provincial ultimate team (Storm)
- Promote and facilitate the growth of ultimate across the province

### **Community Outreach Director**

The responsibilities include, but are not limited to:

- Maintain an up-to-date volunteer database
- Recruit, assign, and manage volunteers for events
- Select and hire coaches to run youth programming
- Maintain records of background checks for each ultimate NL volunteer
- Maintain records of volunteer hours and events
- Communicate with volunteers to participate in Ultimate NL events and projects
- Plan and organize Ultimate annual NL awards program

### **Events Director**

The responsibilities include, but are not limited to:

- Organize and direct any social events
- Oversee the organization and running of Ultimate NL tournaments
- Organize regional and provincial qualifying adult tournaments
- organize regional and provincial qualifying youth tournaments, in conjunction with the youth grade school director
- Assist the youth grade school director with provincial school tournaments

### **Youth Programming Director**

- Oversee the organization and running of youth-specific events and programming
- Promote and facilitate youth-specific events and programming across the province

### **Member at Large**

The responsibilities include, but are not limited to:

- Assist the executive in the running of any programming within Ultimate NL
- Assist the other directors in the execution of their roles
- Perform other duties as the bylaws or the board of directors may prescribe