



**ROLES AND RESPONSIBILITIES
EXECUTIVE BOARD**

VICE PRESIDENT PLANNING

The Vice President (VP) Planning reports directly to the Club President.

The VP Planning is responsible for preparing mission goals and objectives for their portfolio, consistent with those of the Club, including but not limited to the below activities.

Attend all monthly Club Executive Committee meetings, Annual General Meetings, and Special General meetings as an Executive Committee member.

Assist the VP Operations as required with tasks identified with event planning and coordination.

Club Policies - Review and provide feedback on Club policies and manuals applicable to their portfolio prior to the start of the season.

Club Master Budget - In collaboration with the VP Finance, prepare a Club Annual Master budget for all teams based on all regularly occurring expenditures and submit it to the Executive Board for review prior to establishing the annual team club dues.

Bookings - Liaise with the City of Ottawa and applicable School Boards to confirm bookings for fields and indoor gym time (for training sessions and games) and the City for the field house (for meetings and events) as required by the Club. Liaise with indoor dome venues to secure quotes and then book indoor training sessions for pre-season training for all programs.

Liaise with the Club Athletic Therapist (AT) to ensure all full contact Club matches (U12 and above) have AT coverage and that a sufficient supply of all applicable medical supplies are available for team medical boxes.

Manage Club reservations of the fields and field house, ensuring equitable use by all programs.

Responsible for inputting the Master game and practice schedule into the TeamSnap Master Calendar and ensuring it is reflected on the Club website.

Directors & Coordinators - Maintain oversight, assist and guide as required, all Directors and Coordinators allocated under their position as VP Planning:

- Equipment Coordinator; and
- Merchandise Coordinator.

Liaise and assist the Club Equipment Coordinator as required to ensure all teams are provided with a full set of jerseys (U12 and above) and sufficient equipment to allow teams to conduct training sessions and play in matches. This includes ensuring all teams have reasonable access to the shared Club training equipment stored at the field house and storage bunkers.

Review equipment assessments and requests submitted by the Club Equipment Coordinator and make recommendations to the Executive Board for any maintenance or replacement submissions. All submissions are to be researched and quotes provided during the review process, for expenditures in excess of \$500.00.

Liaise and assist the Club Kit and Merchandise Coordinator as required, who is responsible for the overall procurement and delivery of all Club kit and merchandise.

In collaboration with the VP Finance, review Club kit and Merchandise submissions from the Club Equipment Coordinator which involve club financial commitments in excess of \$500 prior to purchase. All submissions are to be researched and quotes provided during the review process.

Responsible for field house key distribution for any Executive Board, Directors, Coaches or members who require access for their duties.

The VP Planning along with another Executive Board member will have signing authority for all payments and procurements to their portfolio.

Collaborates with VP Programs, VP Operations, team managers and/or any Tour Committees to ensure:

- Smooth coordination and organisation of all tour events.
- Smooth coordination and organisation of incoming tours (teams).
- Good liaison with officials of national and international organizations.