



Fort Gymnastics Parent Board of Directors Roles and Responsibilities

President

Is a voting member of Fort Gymnastics Club and is required to provide a report at all scheduled FGC Executive meetings

Chair all meetings of the Parent Board of Directors

Set date and prepare agendas for Executive meetings including AGM

Act as liaison between FGC and gymnasts, parents, coaches, general public

Ensure facilities are booked at the Dow Centennial Center and contracts are reviewed and signed as required

Seek assistance from Alberta Gymnastics Federation when necessary to address questions or concerns regarding gymnastics

Review and update Policies and Procedures as necessary, ensuring they align with MSA Bylaws

Review and approve all receipts for reimbursement

Along with secretary, review and respond to emails at fortgymnastics@gmail.com

Research grant and fundraising options with Communications Coordinator

Confirm bookings and payment of Birthday Parties

Work with Head Coach to:

- set session dates, times, classes, etc and book facilities for each session
- update equipment / inventory list yearly
- hire other coaches
- review coaching contracts prior to submission for MSA approval
- post relevant information on Fort Gymnastics Club bulletin board
- review and revise fees structure, for executive approval

Vice-President/Registrar

Is a voting member of Fort Gymnastics Club and is required to provide a report at all scheduled FGC Executive meetings

The Vice President acts on behalf of President in President's absence at board meetings as well as MSA meetings

The Vice President assists the President in completing his / her duties as requested

The Registrar will review required registration paperwork from the Head Coach, and ensure that there is an AGF registration form with each gymnast's registration form. They must ensure that each AGF registration is COMPLETE (including AHC number, signature, etc)

The Registrar will cross reference the registration forms with the class schedule

The Registrar is to assist with day 1 check in for each class/session to collect AGF fees

The Registrar will sort and file FGC/AGF registration forms alphabetically by male and female

The Registrar will update the "Badge Database" and provide a copy to Head Coach at beginning and end of each session (Fall, Winter, Spring) Badge information will be provided by Head Coach

Treasurer

Is a voting member of Fort Gymnastics Club and is required to provide a report at all scheduled FGC Executive meetings

Collect and verify registration monies and submit to MSA with details

Record incoming and outgoing club expenses independently of MSA

Obtain financial statements from MSA and verify income and expenses

Reviews all receipts for reimbursement with President

Present financial information at executive meetings and AGM

Bring forward financial concerns and requests to executive

Secretary

Is a voting member of Fort Gymnastics Club and is required to provide a report at all scheduled FGC Executive meetings

Take minutes at executive meetings and AGM, type and distribute minutes to executive, including Action Items for executive members to follow up on

Maintain files and records of all important documents for Fort Gymnastics and its Board of Directors. This is done with an annual binder kept for audit within the FGC storage facility, and Google Docs.

Maintain Google account, either replying to emails as needed, or alerting other executive members of their need to respond to emails best suited to their roles.

Prepare parent newsletter at the beginning of each session to outline the coming session dates, meetings, fundraising opportunities, competitions etc.

Research grant and fundraising options with Communications & President

Accept and confirm Birthday Party requests. Insure payment is made, and Head Coach arranges appropriate number of coaches

Communications Coordinator

Is a voting member of Fort Gymnastics Club and is required to provide a report at all scheduled FGC Executive meetings.

This position controls the Public Relations of FGC through various methods that include, but may not be limited to:

Website: maintain and update information available at www.fortsaskgymnastics.com

Advertising: Draft and get approval from executive for paid advertisements regarding registrations & AGM

Fundraising: (this may be a separate position if sufficient volunteers want to fill positions)

- Determine fundraising opportunities; organise orders, funds, and delivery
- Coordinate fundraising activities by providing parents with fundraising information and deadlines for ordering, collect funds and submit to MSA with details
- Collect all mandatory orders third week/session, and coordinate delivery and distribution

Research grant and fundraising options with President

Determine specific fundraising needs so purpose of fundraising can be communicated to parents, community, etc

All voting members of the board must provide a RCMP Record check verification to the MSA office prior to the first FGC meeting of each year (November), and are expected to fulfil their duties by attending scheduled board meetings, including the Annual General Meeting, and assist in special projects that will enhance the club for our gymnasts and their families. Should any board member not fulfil their duties, and not provide valid reason, they may be asked to step down from their position.

NON-VOTING MEMEBERS:

Head Coach

Provide a report at all scheduled FGC Executive meetings

Is NOT a voting member of Fort Gymnastics Club, but is asked to attend all meeting and provide current reports of the gym.

Hire other coaches and prepare contacts to be submitted to MSA

- complete time sheets for coaches and submit to MSA office for processing
- distributes paycheques to coaches
- responsible for orientation and training of coaches
- coach competitive team and accompany to competitions

Work with President to:

- set session dates, times, classes, etc
- Review and revise fees structure, class/coaches schedule for executive approval
- update equipment / inventory list yearly
- review coaching contracts prior to submission for MSA approval
- post relevant information on Fort Gymnastics Club bulletin board

Provide Registrar with updated badge information after each session so that data base can be maintained.

Pick up mail from MSA office prior to each executive meeting and more regularly if possible

Review and respond to emails at fortgymnastics@shaw.ca

Prepare information for and submit to MSA regarding refunds

Research and register gymnast for competitions, as required

Organize coaches and activities for booked birthday parties

Promote club through local media

Seek assistance from Alberta Gymnastics Federation when necessary to address questions or concerns regarding gymnastics

Provide a RCMP Record check verification to the MSA office prior to the second FGC meeting of each year (November) for self **and** coaching staff members 18 and over.

Minor Sports Association (MSA) Representative

This is an additional responsibility to any one executive member (~~preferably the President~~)

- Attend MSA meetings
- Provide Fort Gymnastics updates to MSA Executive at meetings
- Provide MSA updates to Fort Gymnastics at meetings
- Act as liaison between FGC and MSA

Past President

Is NOT a voting member of Fort Gymnastics Club, and is not required to attend any regularly scheduled meetings.

This is an advisory position only

Special Events Volunteer Coordinator

This is a non-executive parent volunteer assigned to specific tasks as determined by the executive. This may include, but is not limited to building a team of parents/guardians who may assisting with

- session fundraising deliveries,
- providing assistance in community demonstrations,
- co-ordinating in house competitions, and
- other such events that may assist with promoting gymnastics in Fort Saskatchewan.
- Act as Competitive Team manager, with assistance at each level, as required