

Guidelines for President Duties for NTSTWS. Updated March 2014

The main duties for the league president are outlined in section 8.1 of the Constitution. These duties are elaborated on here.

General

- Exercise a general supervision over the Executive and the affairs of the League. Duties can be delegated, but be sure to follow up to ensure all tasks are completed.
- Be a signing officer of the League.
- Preside or appoint an alternate to preside over all meetings of the League, the Executive and the Directors.
- Sit as an ex-officio member of any committee the Executive deems necessary.
- Draft all correspondence on behalf of the league with the approval of the Directors (pdf of logo is available for pasting into e-mails and making letterhead for hard copy correspondence).
- Respond to all e-mails and phone calls directed to you as appropriate. Wherever possible, decisions should be made in consultation with the executive, or at least the directors if time does not allow for issue to be raised at an executive meeting.
- Handle all insurance matters.

Banking matters

- Get your signature and details onto the record at the bank, working with the Treasurer and one other signatory, usually the Vice-President. This will require a visit to the bank, which may be most efficiently organized with the other directors. Ask the Treasurer to arrange the details.

Meeting arrangements

- Work with Secretary to make sure rooms are booked for Executive meetings (through Recreation Commission).
- Ensure that the team assigned with the duty of organizing the captains' and refs' meeting books room in fall.
- Ensure room is booked for AGM in spring. Ensure organizing team does this as early as possible in the new year. (Most recent location used has been Jaycee House on Lillooet Road. The Cardinal Room at the Lynn Valley Rec Centre is also good, but popular with other organizations.)
- Set agenda for regular Executive meetings and AGM; work with Secretary to distribute agenda at least one week before regular Executive meeting.
- Follow rules for notice of AGM (see Parts 3 and 4 of the Constitution).

Running meetings

- Set the tone for punctuality and keep all meetings to time. Arrive early and call the meeting to order promptly. End on time; agenda items not covered during the meeting time can (and should) be moved to the next meeting.
- Learn the rules for running a meeting. We follow Robert's Rules of Order, but use a more casual format when appropriate. Be sure to stick to the rules for any contentious debate and for making motions. The rules are very helpful when time limits for speakers are needed, for example.
HINT: A very useful guide is a small book entitled *Chairing A Meeting with Confidence*. It summarizes Robert's Rules nicely and is easier to navigate. It also has excellent advice on setting an agenda and organizing the content for a meeting

- During meetings make sure Secretary has chance to note discussion details for minutes, esp. identifying motion proposers and seconders.

Insurance matters

- BC Soccer works directly with the carrier, so you just have to make sure to document any injury reports. This includes signing a player's insurance report forms before she sends them in.
- At the beginning of the season (and periodically throughout the season), remind players that insurance forms are available on the website, and that it is important for injured players to file them even if they don't think they will be making a claim (because if they later want to make a claim, the forms must be filed within the time limit).
- Remind players at start of year that they are not insured until registration fee is paid in full.
- Any non-affiliated tournament-related injuries are NOT covered by our policy. Teams wishing to attend unaffiliated/unapproved (by BC Soccer) tournaments have to arrange their own insurance. The process for getting approval for tournaments can take some time and teams need to plan ahead.

CALENDAR OF MONTHLY DUTIES

The following calendar is a guide as to how to achieve all the above. It may not include everything!

April/May (after AGM)

- Have handover meeting with incoming President. If there are other incoming directors, ask them to attend the meeting as well, along with the corresponding outgoing directors.

June

- Poll all teams to make sure they intend to field a team in September. If necessary, make plans to merge teams, move teams to the Over-45 division.

July/August

- Remind all teams to collect the cards for the Registrar at the last game of the Spring/Summer season. All cards must be returned for revalidating for the fall.
- Ask schedulers to begin working on fall schedule (see Scheduling Guidelines provided on the website).
- Work with Vice-President to ensure fall game and practice field requests are provided to Claudia Sparling csparling@westvancouver.ca for West Vancouver, and Shellie Thorp ThorpS@northvanrec.com for North Vancouver. (They each have their own forms.) Base requests on prior year's dates, and make sure to consult with the scheduler and the Referee Coordinator before sending in. Ensure all long weekends have been removed from the request list, and that the Squamish team reps organize their fields, which they look after.
- If not already done, book rooms for Executive meetings: (historically the third Monday of the month, in the Oak Room at Delbrook Rec Centre, 7:30 to 9:00 p.m., September, October, November, January, February, and March).

August

- Work with schedulers to finalize and distribute fall schedule. Before sending out, review schedule and ask all other directors and Referee Assignor to review as well.
- Have secretary distribute schedule to all team captains and ask for any comments within a set time. Review all comments and ask schedulers to make changes, as appropriate. Distribute final schedule.

- Order game balls for each team. (2014 notes: The last few years, Marilyn Bell of the Cap Shooters has offered to do this for the league. Outgoing President and Treasurer have details.)
- Have a Directors' meeting to review plans for first few months and ensure everyone is comfortable with their jobs. Make sure all Directors will be at first Executive meeting. Hold draw for which teams get practice choice preference. (You could re-draw at random, or start with the teams which didn't get turf last year. Make sure to clearly and openly document the draw order, and contact the teams in that order for them to choose their night. Communicate with all the teams until all practice spots are taken, then cancel any gravel which will be unused. Tell the Treasurer so she can bill the teams using turf.)
- Prepare agenda for September meeting (refer to last year's agenda), and ask Secretary to distribute with a reminder that team duties will be assigned at the first meeting. Refer teams to duty guidelines as posted on the website.

September

- Hold first Executive Meeting: Assign team duties. Refer all teams to team duty guidelines as posted on website.
- Make sure that Discipline Committee chair is comfortable with her duties before she needs to do anything.

October

- Hold Executive meeting. Be sure to check on organization for Captains' and Refs' meeting and preliminary Winter Event organization (date, location, theme).

November

- Hold Executive meeting, More Winter Event planning: budget, gaming licence required if planning a 50/50. Ensure sound check done by hosting team as is most common problem. Suggest inform local media for photo publicity opportunity.

January

- Hold Executive meeting.
- Make sure Vice-President is looking after field bookings for spring/summer season and communicating with Ref Coordinator and scheduler.
- As team organizing the AGM to book room and set date.
- Ask Directors if they intend to run for their positions again for the next year. If any Directors are stepping down, notify Recruitment Committee to begin soliciting nominees with plan to draw up full slate for AGM.

February

- Hold Executive meeting.
- Follow up on funds raised at Winter Event, and write letter with cheque enclosed to chosen charity. (See sample letter below, which you can use as a template.)
- Check in on AGM organizers (liquor licence takes some time to obtain).
- Check teams entering for spring/summer season and make sure scheduler is getting going.

March

- Hold Executive meeting. Remind reps that any motions to be put before the AGM must be initiated by the Executive (i.e., raised at a meeting and voted on/approved) or submitted at least 28 days before the AGM (see Part 12.3 of Constitution). Also remind reps that they have to send

sufficient attendees to the AGM (20% of the league's winter registration, irrespective of who actually played; suggest 5/team).

- Ask all Directors and team reps to update duty guidelines on website.

April/early May

- Liaise with AGM organizing team. Be sure they have obtained liquor licence and have arranged for a "Serve it Right" certificant. (Refer to AGM guidelines on website.)
 - Ensure Secretary sends out AGM notification well in advance, and then follow-up reminders.
 - Prepare agenda and have secretary distribute.
 - Ask all directors to prepare a short report for the meeting.
 - Run the meeting. Remind attendees that motions presented do not represent your personal views, and that anyone has a right to present as motion provided they have provided 28 days' notice. Avoid giving your own bias when presenting, and be firm if people become overly passionate, or unruly or offensive. Set ground rules regarding appropriate behaviour, particularly speaking when others have the floor. Make sure Secretary has chance to record proposers and seconders of motions. Make sure minutes reflect what was said.
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Example of letter sent with funds raised at Winter Event

Ruth Wilson
North Shore Thirty-Something Women's
Soccer League
3034 Edgemont Blvd.
PO Box 75527
North Vancouver, BC V7R 2N0

May 28, 2013

Laura Reynolds, Executive Director
North Shore Crisis Services Society
212 –145 East 15th Street
North Vancouver, BC V7L 2M8

Dear Ms. Reynolds:

Please accept the enclosed a donation for the North Shore Crisis Services Society's work towards the Sage Transition House. The donation, for \$2451.35, was raised by the members of the North Shore Thirty-Something Women's Soccer League (NSTSWSL) at our annual social event.

Each year, members of NSTSWSL select a worthy cause to direct funds to. Once again this year, there was huge interest in continuing our support for other women on the North Shore through your important work at Sage House.

Thank you for your continuing service to women in need.

Regards,

Ruth Wilson, President
NSTSWSL