



Board of Directors Position Descriptions

Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the Alberta Amateur Wrestling Association has adequate resources to advance its mission.

EXECUTIVE ROLES AND RESPONSIBILITIES

- Approve the annual operational focus and budget plans that support the applicable strategic plan
- Acknowledge and, if possible, avoid any conflict of interest.
- Maintain the confidentiality of sensitive financial and corporate information.
- References legal documents as well as AAWA policy and procedure, noting their applicability during meetings
- Approve the annual operational focus and budget plans that support the applicable strategic plan
- Act honestly and in good faith with a view to the best interests of CC.
- Hiring and ensure succession, monitor performance, approve compensation and provide advice and counsel in the execution of duties of the Executive Director
- Monitor AAWA's progress towards its mission, vision, and revise and alter its direction in view of changing circumstances.
- Approve financial statements and approve their release by the ED
- Review and approve policies while assessing their effectiveness. Direct the ED to ensure that AAWA always operates within applicable requirements that have the force of law and to the highest ethical and moral standards

PRESIDENT

TERM

The President's term of office is two (2) years. The President is eligible for election for a maximum of two (2) consecutive terms.

ROLE

The President presides upon the Board of Directors, which is the legal authority for the Alberta Amateur Wrestling Association. The President is to provide leadership and direction within the Board by ensuring the Board is organized properly, functions effectively and meets its obligations and responsibilities

The President serves as an ex-officio member of all AAWA Committees.

RESPONSIBILITIES

- Provides leadership and direction to the Board and the Association.
- Guides Board actions with respect to organizational priorities and governance concerns.
- Keeps the Board's activities focused on the organization's mission.
- Chairs and, with the Executive Director, sets the agenda for the Board of Directors meetings.
- Is the signing authority on behalf of the Board for financial and legal purposes.
- Ensures the Board adheres to its bylaws.
- Chair the Annual General Meeting.
- Chairs meetings of the Board of Directors.
- Evaluates the effectiveness of the Board's decision-making process.
- Plays a leadership role in supporting fundraising activities.
- Promotes the organization's purpose in the community and to the media.
- Prepares a report for the Annual General Meeting.
- Supervision, including completion of an annual performance evaluation, of the Executive Director

VICE PRESIDENT

TERM

The Vice President is elected in odd years and the term of office is two (2) years.

ROLE

In the absence or inability of the President, perform the duties and exercise the powers of the Chair

RESPONSIBILITIES

- Assists the President in recommending measures to further the objectives of the AAWA
- In the absence or disability of a Director, performs the duties of that Director.
- Is the signing authority Is the signing authority on behalf of the Board for financial and legal purposes

- Plays a leadership role in supporting fundraising activities.

SECRETARY-TREASURER

TERM

The Secretary-Treasurer is elected in odd years and the term of office is two (2) years.

ROLE

The Secretary-Treasurer is responsible for overseeing the financial affairs of the organization.

RESPONSIBILITIES

- Oversee budget development in conjunction with the Executive Director.
- Will be a signing authority.
- Report directly to the President on matters of a financial nature.
- Required to attend the Board of Directors' meetings and the Annual General Meeting.
- Work with the Executive Director to ensure financial updates are provided at Board meetings.
- Assist in the preparation of the annual audit.
- Act as the Casino chairperson, organize and recruit for the AAWA casino

COACHES REPRESENTATIVE

TERM

The Coaches Representative is elected in even years and the term of office is two (2) years.

ROLE

The Coaching Representative represents the perspective of the member coaches of the organization.

RESPONSIBILITIES

- Supports, acts as liaison and shares information with member coaches
- Encourages NCCP certification, an Alberta Amateur Wrestling membership requirements of coaches
- Provides support and/or technical advice as required to member coaches
- Assists with coaching related questions and issues as required
- Represent the rights and interests of member coaches
- Support and advise the leadership on issues relating to or concerning athletes

- Provide updates to the Executive
- Maintain good rapport between the coaches and the leadership

OFFICIALS REPRESENTATIVE

TERM

The Officials Representative is the President of the Alberta Amateur Wrestling Officials Association

ROLE

The Officials Representative represents the perspective of officials.

RESPONSIBILITIES

- Acts as liaison between AAWA and AAWOA
- Provides support for officials
- Represent the rights and interests of member officials
- Provide updates to the Executive

ATHLETES REPRESENTATIVES

TERM

The Athletes Representatives are elected annually by athletes over the age of 18. The male representative is elected by male member athletes, the female representative is elected by female member athletes.

ROLE

The Athlete Representatives represents the perspective of athletes.

RESPONSIBILITIES

- Represent athletes in decision-making
- Represent the rights and interests of athletes
- Engage with their athlete communities on subject matter that affects them
- Be a leader and mentor to athletes
- Support and advise the leadership on issues relating to or concerning athletes
- Provide updates to the Executive
- Support athletes with issues of concern for the organisation
- Maintain good rapport between the athletes and the leadership

EXECUTIVE OFFICER AT LARGE

TERM

One Executive Officer at Large is elected yearly for a two-year (2) term.

ROLE

The Executive Officer at Large may be assigned specific duties at the Executive planning meeting.

RESPONSIBILITIES

- Work with AAWA members in promoting programs and activities.
- Provide technical knowledge in the sport or give direction when needed.
- Evaluate events and provide recommendations for improvement.
- Support of, and participation in, fundraising events.

PAST PRESIDENT

TERM

The Past President remains on the Board until such time as the incumbent President assumes the role.

ROLE

The Past President provides leadership to the Board and guidance and information to the President.

RESPONSIBILITIES

- Advising the President
- Supporting the Board's transition
- Ensure compliance with bylaws and policies
- Assist with training and orientation of new Board members