

SECTION 3

ROLES AND RESPONSIBILITIES

(Revised 2016)

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3.1 Flowchart – Volunteers

- VOLUNTEERS -

GENERAL COUNCIL

BOARD

PRESIDENT

VP ADMINISTRATION

VP FIINANCE

VP TECHNICAL

3.2 Flowchart – Staff

- STAFF -

ASSOCIATION MANAGER

3.3 Flowchart – Combined

- COMBINED -

GENERAL COUNCIL

BOARD OF DIRECTORS

PAST PRESIDENT

PRESIDENT

ASSOCIATION MANAGER

P ADMINISTRATION

VP FINANCE

VP TECHNICAL

3.4 Responsibilities of the Board

This body is the sole governing body of amateur wrestling in Saskatchewan, and as such is responsible for conducting the business, discipline and management of the Association (subject to its bylaws and provisions of the Non-Profit Corporations Act) and to exercise all the powers of the Association.

The Board shall be responsible for:

- 1) The establishment of policies, practices and operating guidelines for SAWA
- 2) The authorization and approval for the hiring and dismissal of staff.
- 3) The approval of salaries and expenses of staff.
- 4) The approval of operating budgets of the SAWA office, and all committees of SAWA.

3.4.1 Makeup of the Board

The Board shall be composed of nine (9) directors or such other number as may be determined from time to time by the General Council at the AGM and where the immediate Past President is not one of the nine, he/she shall be a director.

The Board shall be divided into two working bodies:

- 1) Administrative Committee
- 2) Finance and Audit Committee

The Board has the sole responsibility for the operation of SAWA.

3.4.2 President's Responsibilities

As the chief Executive Officer of SAWA it shall be the President's responsibility to demonstrate leadership qualities and show capability in organizing and planning policy directions for the Board.

In addition, he/she shall:

- 1) Act as chairman for all Board meetings.
- 2) Act as ex-officio of all committees established by the Board.
- 3) Be the official representative of SAWA to:
 - i. CAWA
 - ii. Federal and Provincial Governments
 - iii. International wrestling associations
 - iv. Saskatchewan High School Athletic Association
 - v. All organizations requesting the presence of a SAWA representative.

As the official representative of SAWA he/she must attend, or have a Board member to represent him/her at all meetings that the Association is required to be present.

He/she is responsible for coordinating the activities of the following:

- 1) The Board
- 2) Appointed Committees
- 3) Staff

He/she must maintain a working knowledge of proceedings at the SAWA office and oversee its operations.

He/she must provide guidance to all officers, committee chairmen, and employees, and see to it that SAWA policies appropriate to their areas of responsibility are being carried out. He/she must approve and sign all official documents of SAWA.

He/she shall be responsible for recommending appropriate structures and processes within the organization for its continued well-being.

3.4.3 Past President's Responsibilities

The primary role of the Past President is to act as an ex-officio member of the Board. The responsibilities of this position are the following:

- 1) Chairman of the nomination committee for Board positions
- 2) Long range planning
- 3) Update of history files

A Past President may sit as a regular voting member at large of the Board to complete their elected term if they were elected President in the first or second year of their three-year term.

3.4.4 Vice President Technical Responsibilities

The primary role of the Vice President Technical shall be to administer the technical program of SAWA. The technical staff shall work with and report to the Vice President Technical on matters dealing with the association's Technical program. The Vice President Technical will work with:

- 1) Officials' Chairman
- 2) Athletes' Representative
- 3) Association Manager
- 4) Provincial Technical Coordinator

As Vice President Technical, he/she shall:

- 1) Chair Carding Committee.
- 2) Chair Selection Committee for SAWA teams.
- 3) Review competitive schedule.
- 4) Develop an annual clinic and training camp schedule.
- 5) Coordinate, with the Association Manager, elementary school programs and the Skill Awards Program.
- 6) Coordinate, with the government agency/department that is responsible for sport in Saskatchewan the following:
 - i. National Coaching Certification Program
 - ii. Sask First Program
- 7) Coordinate, with the Officials' Chairman, the Officials Development Program.
- 8) Advise the Vice President Administration on recipients for various SAWA awards.
- 9) Act as the liaison to related associations which affect the technical programs of SAWA.

The Technical Committee to meet 3-4 times per year (September, December, February).

The male and female Athlete Representatives attend and each has a vote at the Technical Committee Meeting(s).

AGM 1999:50

The Technical Committee shall consist of the coaches from the High Performance Centres, the Minor Training Centres, the Technical Coordinator and the Male and Female Athlete Representatives.

AGM 2003:37

3.4.5 Vice President Administration Responsibilities

The primary role of the Vice President Administration shall be to administer SAWA programs. The staff shall work with and report to the Vice President Administration with respect to the Administrative matters of the Association. The Vice President Administration shall work with:

- 1) Association Manager

As Vice President Administration, he/she shall:

- 1) Develop a SAWA meeting schedule.
- 2) Ensure that SAWA takes advantage of award programs offered by other organizations.
- 3) Oversee the content of the SAWA NEWS.
- 4) Have a general knowledge of grant procedures and funding.
- 5) Oversee Membership Assistance Program (MAP).
- 6) Oversee lotteries and other fundraising activities.
- 7) Oversee research programs.
- 8) Be responsible for ensuring that accurate minutes are taken at all SAWA meetings.
- 9) Oversee the content and distribution of the minutes.
- 10) Oversee the maintenance of member records.
- 11) Ensure that written notices of meetings are distributed according to the Constitution.
- 12) Ensure that the SAWA Honours and Awards Committee Program is provided on a yearly basis.
- 13) Assume responsibility for all matters pertaining to legislation, such as the Constitution and Bylaws.

3.4.6 Vice President Finance Responsibilities

As the chief financial officer of SAWA, the Vice President Finance's primary responsibility shall be to design financial plans and programs which ensure the financial well-being of SAWA.

The Staff shall work with and report to the Vice President Finance with respect to the Financial matters of the Association.

As Vice President Finance, he/she shall:

- 1) Prepare a fiscal policy for SAWA and present it to the Board for ratification.
- 2) Approve or disapprove all actual and proposed expenditures according to the adopted fiscal policy.
- 3) Act as the signing officer for all cheques and financial documents.
- 4) Oversee the preparation of a monthly financial report, to be distributed to the Board.

- 5) Be responsible for providing policy and preparing budgets, for the following:
 - i. All travel claims
 - ii. Team travel
 - iii. Affiliation fees
 - iv. Registration and membership fees
 - v. Administration expenses
 - vi. Office expenses
 - vii. Salaries
 - viii. Promotional projects
- 6) Have the authority to call for an accounting from any member of SAWA who exceeds their budgetary responsibility. In such an instance, the person in question shall answer to the Board of SAWA. The Vice President Finance shall also make recommendations to the Board and, if requested, to the General Council regarding action to be taken.

3.4.7 Male and Female Athlete Representative

AGM 1995:23

The Male and Female Athlete Representative positions will be two years in duration, without voting privileges on the Board. The male and female Athlete Representatives shall attend and each has a vote at the Technical Committee Meeting(s).

AGM 1999:50

The Male and Female Athlete Representatives shall attend and each has a vote at the SAWA AGM.

AGM 1999:51

The male and female Athlete Representatives attend and each has a vote at all meetings.

AGM 2001:21

Voting, to select the Male and Female Athlete Representatives will take place at the Cadet/Juvenile/Junior/Senior Provincial Championships by secret ballot. All athletes competing at the event are eligible to vote, with the male athletes voting for the Male Athlete Representative, and the female athletes voting for the Female Athlete Representative.

Each Athlete Representative will be required to follow all bylaws and policies pertaining to the Board, including the Board Member Attendance bylaw. If an Athlete Representative is in default of this bylaw, or cannot fulfill his/her term, the Board shall appoint a replacement by approaching one or more of the nominees from the previous Provincial Championship. The method of approach to be based on the voting from the previous Provincial Championship or by the current Board's vote. The individual selected shall fill the position until the next Provincial Championship. If no one from the previous year's Provincial Championship agrees to fill the position, it shall remain vacant until the next Provincial Championship. The Male/Female Athlete Representative will be required to do the following:

- 1) The active wrestlers of Saskatchewan shall be represented at all meetings of the Board, at the AGM of the Association, and all other meetings required, by a delegated representative of the competing wrestlers.
- 2) He/she shall be responsible for any and all affairs of the Association concerning the affairs of wrestlers generally and shall be their representative to the Association.
- 3) He/she shall be responsible for the preparation of reports, briefs, budgets and timetables as required by the Association.
- 4) He/she shall prepare and submit to the Provincial office a written report of the activity of the active wrestlers thirty (30) days prior to the AGM of the Association.

3.4.8 Replacing a Board Member

The guidelines for replacing a Board member during his/her tender between AGM is as per ARTICLE 3, 2.3.9.1).

AGM 1999:10

3.5 Association Manager

The Association Manager is responsible to the Board for the Day to Day operation of the SAWA office and staff. He/she shall implement the policies and directives of the Association. The Association Manager shall be knowledgeable in all aspects of a sports governing body and shall possess the following skills and knowledge:

1) Sport:

i. A working knowledge of amateur wrestling in provincially, nationally and internationally.

AGM 1999:11

ii. The ability to direct a technical foundation for wrestling programs, at all levels of participation, in Saskatchewan.

2) Administration

i. Good administrative skills acquired through education or through on the job experience.

ii. The ability to implement policy that is set out by the Board.

iii. The ability to direct the activities of the SAWA staff on a day to day basis. Evaluate staff with respect to performance and recommend salary increases and discipline to the Board. Where a vacancy exists, and as directed by the Board, advertise, interview and recommend a candidate for approval by the Board.

iv. Accounting or bookkeeping experience

v. Office management

vi. Financial management

3) Promotions, Public Relations and Programming

i. The ability to work within a volunteer association as a staff member.

ii. The ability to generate plans for SAWA's development.

iii. Good oral and written communication skills.

iv. Ability to work with media

v. Ability to promote the Association

vi. Public speaking ability

vii. Fundraising ability

3.5.1 Responsibilities

The Association Manager will be responsible to the Board for all activities of SAWA Specific duties of the Executive Director will be to (not prioritized):

1) Act as a liaison with the following organizations: Canadian Amateur Wrestling Association; the government agency/department that is responsible for sport in Saskatchewan; Sask Sport; Saskatchewan High School Athletic Association; other related associations.

2) Establish contact with all coaches in the province.

3) Establish program guidelines for coaching purposes.

- 4) Establish a resource list of audio-visual and library materials.
- 5) Coordinate publications and the SAWA 'NEWS' newsletter.
- 6) Work in conjunction with the Canadian Amateur Wrestling Association's Technical Director to distribute technical information to all levels.
- 7) Coordinate, in cooperation with the government agency/department that is responsible for sport in Saskatchewan, and the Canadian Amateur Wrestling Association, the National Coaching Certification Program.
- 8) Attend, when feasible, national events where Saskatchewan wrestlers are represented.
- 9) Make all necessary arrangements for travel.
- 10) Communicate on a daily basis with the employees of the Association (to include day to day supervision).
- 11) Carry out the duties assigned by the President and the Executive Committee.
- 12) Attend meetings of the Executive and appointed committees.
- 13) Give assistance, as is required, to the Board and appointed committees.
- 14) Attend, on behalf of SAWA and on the instruction of the President, any meeting at which the presence of a SAWA representative is required.
- 15) Assist in providing, upon request from the Board and appointed committees, up to date copies of the Constitution, the Policies and Procedures Manual, and other pertinent materials, for the interest of the membership.
- 16) Negotiate sanctions and contracts as directed by the board.
- 17) Assist in doing the necessary research in formulating all programs and projects authorized by SAWA.
- 18) Ensure that the following requirements for meetings are completed:
 - i. Meeting room is booked
 - ii. Agenda is prepared and sent out
 - iii. Minutes are taken
 - iv. Minutes are distributed to members
 - v. Records are kept for future reference
- 19) Establish and maintain SAWA files and records.
- 20) Prepare grants and follow ups, as well as other requests for funding assistance.
- 21) Administer the funds as required by programs in the budget.
- 22) Assist the Treasurer with bookkeeping, budgeting, invoicing, preparing receipts, and making payments and bank deposits.
- 23) Provide monthly statements, and prepare the necessary material for the annual audit.
- 24) Provide administrative support for fundraising activities.
- 25) Implement fundraising programs for SAWA and club members.
- 26) Ensure ongoing media coverage of all SAWA events.
- 27) Ensure membership lists are updated and fees are collected on a timely basis.

The Association Manager will not:

- 1) Act as a coach for a specific team or club.
- 2) Be an active competitor in amateur wrestling.
- 3) Act as an official for amateur wrestling.