

#### a) Chair

- The Chair shall preside over all meetings of the club and of the Directors, unless the members or Directors otherwise decide otherwise
- Acts as the chief executive officer of the society
- Coordinates and directs the other officers in the execution of their duties
- Represents RCUC to members and media
- Is the liaison with Vancouver Ultimate League, BC Ultimate, and Ultimate Canada
- Informs the Newsletter committee of key items that need to be communicated to members
- Communicates with other directors as needed to ensure the smooth running of the organization
- Seeks input from members and directors for ideas on events
- Oversee specific duties or committees as needed
- Commitment: 10-15 hours a month including monthly board meetings

#### b) Vice Chair

- Works with Chair and assists with the above duties
- Chairs meetings and carries out the other duties of the Chair during the Chair's absence
- May be assigned additional duties by the Chair as needed
- Communicates with other directors as needed to ensure the smooth running of the organization
- Informs the Chair of issues and opportunities and provides recommendations for appropriate courses of action
- Oversee specific duties or committees as needed
- Oversee the RCUC Coaching Program
- Commitment: 5-10 hours a month including monthly board meetings

#### c) Secretary

- Conducts the correspondence of the club excluding that under the jurisdiction of the Communications Director
- Issue Notice of Meetings of the club and Directors;
- Keep minutes of all meetings of the club and Directors;
- Have custody of all records and documents of the club except those required to be kept by the Treasurer; and
- Maintain the register of members.

- Informs the Chair of issues and opportunities and provides recommendations for appropriate courses of action
- Communicates with other directors as needed to ensure the smooth running of the organization
- Provides administrative support as needed
- Oversees specific duties or committees as needed, under direction of President
- Commitment: 2-5 hours a month including monthly board meetings

#### d) Treasurer

- Keeps the financial records, including books or account, necessary to comply with the Society Act
- Provides monthly financial statements to the directors
- Yearly financial report at AGM as well as budget for following year
- Keeps records maintained/updated and available for RCUC audits
- Maintains the bank account
- Coordinates payment of bills as required
- Provides assistance to the Pride Tournament Coordinator on financial budgets for events and meetings when required
- Informs the Chair of issues and opportunities and provides recommendations for appropriate courses of action
- Communicates with other directors as needed to ensure the smooth running of the organization
- Commitment: 2-5 hours a month including monthly board meetings

#### e) SOTG and Outreach Director

- Assist with the promotion of community supporter events, articles etc through social media when possible
- Ensures RCUC's external community contact information is kept up to date
- Acts as a conduit to the Communication Director for news from the community supporters that should be circulated via newsletter
- Negotiates member benefits with the community and keeps an up to date list of all benefits posted on the RCUC website with regular audits of that list
- Ensures that Spirit of the Game is present throughout RCUC, including instructing captains and assistant captains on tips and tricks to ensure that SOTG is at the forefront of RCUC visibility
- Liaises with community partners for opportunities for RCUC outreach and volunteerism
- Informs the Chair of issues and opportunities and provides recommendations for appropriate courses of action

- Communicates with other directors as needed to ensure the smooth running of the organization
- Commitment: 5-10 hours a month including monthly board meetings

#### f) Communications Director

- Coordinates consistent branding and message to all social media outlets including member newsletter, website, Facebook, Twitter, MeetUps etc
- Newsletter coordinator and final proofer. Coordinates formulation and distribution of the electronic newsletter
- Monitors the maintenance of current content for the RCUC website
- Drafts communications to the media with input from the Chair and the other directors and delivers these to the media with the approval of the board
- Communicates the latest developments on RCUC events to RCUC members through Facebook, Twitter and Instagram
- Informs the Chair of issues and opportunities and provides recommendations for appropriate courses of action.
- Communicates with other directors as needed to ensure the smooth running of the organization
- Commitment: 10-15 hours a month including monthly board meetings

#### e) Member-at-Large

- Communicates with other directors as needed to ensure the smooth running of the organization
- Assist with organizational duties when needed
- Flexible involvement with committees
- Liaison between membership and board
- Commitment 2-5 hours a month including monthly board meetings