



### DUTIES OF THE DIRECTORS – 2017 Elections

**PRESIDENT** - The President shall, when present, preside as Chair at all meetings of the members of the Cruisers and of the Board of Directors. The President shall also be charged with the general management and supervision of the affairs and operations of the Cruisers. The President, with the Vice President and Secretary or other Director appointed by the Board of Directors in the absence of a Vice President shall sign all by-laws. The Chair of the meeting shall be entitled to a tie-breaking vote only.

**DIRECTOR OF FUNDRAISING** – The Director of Fundraising shall be responsible for the coordination of all fundraising initiatives for the Cruisers. The Director of Fundraising determines and prepares financial budgets pertaining to the requirements of the various events and committees to ensure the growth of operating capital for the Cruisers programs. The Director of Fundraising shall attend all meetings of the Board of Directors. If the Director of Fundraising is unable to attend a meeting, the Director of Fundraising will provide a written report for the Board of Directors. The Director of Fundraising shall also perform such other duties as may from time to time be determined by the Board.

**DIRECTOR OF REGISTRATION** - The Director of Registration shall be responsible for ensuring that full and accurate registration documentation and personal records are kept current and in the strictest confidence and in compliance with the privacy act. All registration monies are collected and duly noted and turned over to the Treasurer in a timely fashion. The registrar is responsible for assisting and enforcing Cruiser members to register to their Personal Sports Organization (PSO) when annual memberships become due. If the Director of Registration is unable to attend a meeting, the Director of Registration will provide a written report for the Board of Directors. The Director of Registration shall also perform other such duties as may from time to time be determined by the Board.

**DIRECTOR OF TRACK AND FIELD** – The Director of Track and Field shall be responsible for overseeing coaches, determining and administering track meet entries, Boccia and keeping records of athlete performance accomplishments. The Director of Track and Field shall attend any meetings as required to represent any ongoing concerns and issues on behalf of the Cruisers. The Director of Track and Field determines and prepares financial budgets pertaining to the equipment, ongoing maintenance and growth of the program. If the Director of Track and Field is unable to a meeting, the Director of Track and Field will provide a written report for the Board of Directors. The Director of Track and Field shall also perform such other duties as may from time to time be determined by the Board.

**DIRECTOR OF BASKETBALL** – The Director of Basketball shall be responsible for overseeing coaches, setting up schedules, determining tournament entries, arranging referees, and keeping track of team rosters. The Directors shall attend any meetings as required to represent any ongoing concerns and issued on behalf of the Cruisers. The Director of Basketball determines and prepares financial budgets pertaining to the equipment, ongoing maintenance and growth of the program. If the Director of Basketball is unable to attend a meeting a written report will be submitted to the board of directors. The Director of Basketball shall also perform such other duties as may from time to time be determined by the Board.

**DIRECTOR AT LARGE (EXTERNAL)** – The Director at Large will contribute to the growth and development of the Cruisers by attending and providing input at meetings and performing duties from time to time as determined by the Board of Directors. Directors selected to this position are responsible for the organization and chairing of specific sub-committees that have been identified. The Directors at Large shall also perform such other duties as may from time to time be determined by the Board.

