



PORT MOODY **THUNDER** LACROSSE ASSOCIATION

Director and Executive Positions Roles and Responsibilities

Director Positions (Elected)

1. President
2. 1st Vice President
3. 2nd Vice President
4. 3rd Vice President
5. Secretary
6. Treasurer
7. Past President
8. Elected Executive (Additional Joint Responsibilities)

Executive Positions (Appointed)

1. Commissioner (LMMLC)
2. Registrar
3. Scheduler
4. Head Manager
5. Head Coach/Coaching Coordinator
6. Division Coordinators
7. Referee Allocator
8. Head Referee
9. Female Division Coordinator
10. Equipment Manager
11. Risk Management
12. Tournament Coordinator(s)
13. Player Appreciation and Events
14. New Player Recruitment
15. Player Development and Training
16. Association Apparel
17. Promotions and Fundraising

Director Positions - Roles and Responsibilities

President	The President shall supervise all the affairs of the Association and will be primarily responsible for finding ways to improve, grow and promote the sport of Lacrosse in British Columbia and, in particular, the local community Association.
Term	2 years
Roles and Responsibilities	
Board Governance	
<ul style="list-style-type: none"> ● Attend all special/general meetings and Executive meetings of the Association. ● Attend all Financial Committee meetings. ● Chair all sanctioned meetings at the club levels. ● Work with VPs and executive members to help fulfill their obligations on the board. 	
Association Governance	
<ul style="list-style-type: none"> ● Supervise the day-to-day affairs of the Association. ● Ensure that the procedures set out in the Association Bylaws & Constitution are being followed. ● Uphold LMMLC, BCLA, CLA rules & regulations and the Association’s policies & procedures. ● Work with members of the Board to ensure the game is of a high calibre, standard and competitiveness and promote fair play and sportsmanship. ● Primary contact with the arena or fields and other municipal officials at the policy level. ● Represent the Association at all outside meetings and events, including LMMLC and BCLA AGM. ● Serve as a member of coach selection, grievance and disciplinary committees. ● Maintain power to suspend any team, player, team official or other member for un-sportsman-like conduct on or off the floor, abusive language to any of the officials, or failure to comply with the Association Constitution and Bylaws. 	
Portfolio Activities	
<ul style="list-style-type: none"> ● Oversee preparation of agenda by Secretary for Executive meetings. ● Oversee the preparation of annual budget and financial statements. ● Prepare a time-line which includes meeting dates, deadlines, special events, play downs, provincials and other information to be presented at the first Executive Committee meeting. ● Prepare/Perform press releases through the media as required by the Executive. 	

1st Vice-President	The 1st Vice President provides assistance to the President of the Association. This position will also fulfill the duties and responsibilities of the President if he/she is unable to or absent.
Term	1 Year
Roles and Responsibilities	
<p>NOTE: <i>The terms for the VPs will be sequential: individuals will be elected into the 3rd Vice President position then transition to the 2nd Vice President position, then transition to the 1st Vice President position.</i></p>	
<p>Board Governance</p>	
<ul style="list-style-type: none"> ● Assist the President in the performance of his/her duties. ● Fulfill the duties of the President in his/her absence. In the event the President resigns, the 1st Vice President shall fill that office for the remainder of the unexpired term of office. ● Attend all general meetings and Executive meetings of the Association with or in place of the President. 	
<p>Association Governance</p>	
<ul style="list-style-type: none"> ● As a Director of the Association, attend Association Executive meetings ● Act as Chairman of the Conduct Committee. ● Oversee appointment of Conduct Committee, including the Referee Liaison, the Coaching Liaison and at least one other Executive member, to hear and address any formal complaints if and/or when they arise. ● Attend league disciplinary hearings as needed. ● Represent the Association at outside meetings and events, including the BCLA AGM. 	
<p>Portfolio Activities</p>	
<ul style="list-style-type: none"> ● Provide annual report on team performance and present report at the Association AGM ● Help executive members fulfill their obligations. ● Report activities of the Association to club volunteers. ● Help provide guidance and support to club volunteers. ● Work with head coaches and management of the various teams on an as-needed basis. ● Assist in developing the game of lacrosse in Port Moody. ● Perform any and all duties as assigned by the President. 	

2nd Vice President	The 2 nd Vice President provides assistance to the President of the Association.
Term	1 Year
Roles and Responsibilities	
<p>NOTE: <i>The terms for the VPs will be sequential: individuals will be elected into the 3rd Vice President position, then transition to the 2nd Vice President position, then transition to the 1st Vice President position.</i></p> <p>Board Governance</p> <ul style="list-style-type: none"> ● Assist the President and 1st VP in the performance of their duties. ● Fulfill the duties of the President in his/her absence and the absence of the 1st Vice President. In the event the President resigns, the 1st VP will fill the role of President and the 2nd VP shall fill the 1st VP office for the remainder of the unexpired term of office. ● Attend all general meetings and Executive meetings of the Association with or in place of the President or 1st VP as needed. <p>Association Governance</p> <ul style="list-style-type: none"> ● As a Director of the Association, attend Association Executive meetings. ● Represent the Association at outside meetings and events as needed. <p>Portfolio Activities</p> <ul style="list-style-type: none"> ● Help executive members fulfill their obligations. ● Report activities of the Association to club volunteers. ● Help provide guidance and support to club volunteers. ● Assist in developing the game of lacrosse in Port Moody. ● Perform any and all duties as assigned by the President. 	

3rd Vice President	The 3 rd Vice President provides assistance to the President of the Association.
Term	1 Year
Roles and Responsibilities	
<p>NOTE: <i>The terms for the VP's will be sequential: individuals will be elected into the 3rd Vice President position, then transition to the 2nd Vice President position, then transition to the 1st Vice President position.</i></p> <p>Board Governance</p> <ul style="list-style-type: none"> ● Assist the President in the performance of his/her duties. ● Fulfill the duties of the President in his/her absence and the absence of the 1st and 2nd Vice Presidents. In the event the President resigns, the 1st VP will fill the role of President, the 2nd VP will fill the role of the 1st VP and the 3rd VP shall fill the 2nd VP office for the remainder of the unexpired term of office. ● Attend all general meetings and Executive meetings of the Association with or in place of the President, 1st VP or 2nd VP based on availability. <p>Association Governance</p> <ul style="list-style-type: none"> ● As a Director of the Association, attend Association Executive meetings. ● Represent the Association at outside meetings and events as needed. <p>Portfolio Activities</p> <ul style="list-style-type: none"> ● Help executive members fulfill their obligations. ● Report activities of the Association to club volunteers. ● Help provide guidance and support to club volunteers. ● Assist in developing the game of lacrosse in Port Moody. ● Perform any and all duties as assigned by the President. 	

Secretary	The Secretary shall be responsible for assisting the President/Chair in keeping the records of the Association.
Term	2 years
Roles and Responsibilities	
<p>Board Governance</p> <ul style="list-style-type: none"> ● Attend all meetings and record and distribute meeting minutes to the Executive Committee. ● Maintain custody of all records and documents of the Association except those required to be kept by the Treasurer. ● Notify the Executive of upcoming Executive Committee Meetings. ● Arrange bookings for board meetings and AGM. ● Prepare and present reports on the activities of the Directors at the AGM. ● Call for Executive Meeting Agenda items. ● Take and distribute minutes at each Executive meeting and AGM. <p>Association Governance</p> <ul style="list-style-type: none"> ● At the beginning of each year, provide BCLA & LMMLC with a current association contact list. ● Effectively communicate with the membership through newsletters and notices as required. ● Perform other duties necessary to carrying out the Constitution and By-Laws of the Association. ● File the Annual Report and additional statements, as required by the BC Societies Act and other funding bodies. ● File PMLA Annual Report with BC Registry Services within 30 days of the AGM. ● As a Director of the Association, attend Association Executive meetings. ● Represent the Association at outside meetings and events as needed. <p>Additional Portfolio Activities</p> <ul style="list-style-type: none"> ● Prepare the Agenda for Executive meetings and AGM. ● Organize trophies for the AGM. ● Label association mailboxes at the arena. ● Act as a point of contact for the Club. 	

Treasurer	The Treasurer manages all the Association’s funding, maintaining the financial records and producing financial reports to present to directors, auditors and association members.
Term	2 years
Roles and Responsibilities	
<p><i>Must hold or must currently be working on an accounting designation (i.e. - CA, CGA, CMA, RIA or equivalent). Under the BC Societies Act, the holder of this position must be one of the Directors of the Society.</i></p> <p>Board Governance</p> <ul style="list-style-type: none"> ● Prepare financial statements for the Annual General Meeting in accordance with the BC Societies Act. ● Provide suggestions to Executive on Association financial matters associated with the current budget and comparisons to budget. ● Produce year-end budget reports and financial statements to present at the Association’s meetings. <p>Association Governance</p> <ul style="list-style-type: none"> ● Maintain the financial records necessary to comply with the BCLA, BC Society Act, BC Gaming Policy and Enforcement Branch. ● Ensure all funds are spent according to the annual plan. ● As a Director of the Association, attend all Association Executive meetings. ● Represent the Association at outside meetings and events as needed. <p>Portfolio Activities</p> <ul style="list-style-type: none"> ● Handle all the Associations funds, writing of cheques, bank deposits, etc. ● Provide financial reports to the directors, members and others when required. ● Safely maintain/keep all vouchers, receipts, cheques and other records dealing with financial matters. ● Oversee the financial audit process. ● Ensure all monies owed to the Association are collected in a timely manner. 	

Past President	The Past President will serve for a one-year term immediately following the individual's final term as Chair.
Roles and Responsibilities	
Portfolio Activities <ul style="list-style-type: none">● Act as a liaison between the previous and current Executive.● Help maintain the continuity and direction of the Executive from one year to the next.● Act as mentor to the newly elected President and 1st Vice-President, when necessary.● Assist President and Executive when necessary.	

Elected Executive	Together, the members of the Elected Executive jointly manage or assign to other volunteers the following areas of ongoing responsibility.
Term	Ongoing and assigned according to ability, interest, need.
Additional Responsibilities	
<p>Communications</p> <ul style="list-style-type: none"> ● Manage and maintain the Association’s website, email database and social media presence. ● Maintain and improve communications among the Executive, Club Volunteers and the Association. ● Lead the annual online surveying of Coaches, Referees and the Association at large and coordinate survey reporting. ● Communicate with the media, the City and others regarding PMLA activities, successes and accomplishments as necessary. <p>Information Management</p> <ul style="list-style-type: none"> ● Ensure that the Association’s records and files are organized, updated, maintained and accessible. ● Maintain and update the Association Policies & Procedures Manual, Bylaws, Roles & Responsibilities and other key policy documents as required. ● Organize and maintain the Association’s volunteer databases and records. <p>Event Management</p> <ul style="list-style-type: none"> ● Coordinate and manage the Association’s annual Photo Day: <ul style="list-style-type: none"> ○ Coordinate date and location with Photographer and the City. ○ Work with the Scheduler to communicate with all the teams and set schedule. ○ Distribution of Photo Envelopes to the team managers. ○ Present at Photo Day to help ensure everything runs smoothly. ○ Distribution of Photos to Teams once received. ○ Coordinate any re-takes if necessary. ○ Display current year’s photos in Lacrosse section of display case in arena. ○ Ensure Treasurer receives Photographer’s invoice for payment. ● Coordinate and manage the annual Ice Breaker Tournament to open the season. ● Coordinate and manage the annual WLA game at the Port Moody Arena. <p>Miscellaneous Tasks</p> <ul style="list-style-type: none"> ● Receive and distribute game sheets to the Head Manager for distribution to teams. 	

Executive Positions - Roles and Responsibilities

Commissioner (LMMLC)	The Commissioner position is appointed annually to represent the Port Moody Lacrosse Association (PMLA) at the Lower Mainland Minor Lacrosse Commission (LMMLC) in the capacity of League Commissioner for a playing division.
Term	2 Years
Roles and Responsibilities	
<ul style="list-style-type: none"> ● Perform the Commissioner function as detailed by the LMMLC. <ul style="list-style-type: none"> ○ Manage rosters of teams within the Commission. ○ Ensure score sheets are consistent with rosters on file, and ensure all team managers understand the importance of accurately completed score sheets. ○ Post games scores and maintain standings on LMMLC website. ○ Maintain accounts of played and unplayed games. ○ Track major penalties and suspensions and ensure sanctions are served. ○ Ensure teams are balanced where that is a requirement. ○ Manage all disputes and complaints within the league. ○ Act as the Commissioner for one tournament during the year. ○ Attend as many games in the Commission as possible throughout the Season. ● Provide a year-end report to the LMMLC and the PMLA by August 15th, regarding the performance of the division of responsibility. ● Participate in the PMLA Executive meetings, providing perspective to all issues and representing the LMMLC focus, initiatives and learnings. ● Working with the Association President, act as a liaison between LMMLC and PMLA. ● Work with the Head Manager to support PMLA Team Managers in the administration of their teams. Ideas or advice may be given to a Team Manager or Head Coach about a particular incident or situation with the proviso that the Commissioner responsible for that league has authority, and the appointed PMLA Commissioner only has authority over his/her Commission. 	

Registrar	Responsible for coordinating and conducting the registration process for the upcoming season for players, coaches and officials.
Term	2 Years
Roles and Responsibilities	
<ul style="list-style-type: none"> ● Coordinate, email and post registration packages to the membership. ● Review registrations to verify if they are completed accurately. ● Verify that all players are in the proper Association per boundary rules, unless a transfer is provided. ● Prepare and distribute player lists for each division to Coordinators and Coaches. ● Work with Treasurer to collect all current and outstanding registration fees. ● Make sure members are in good standing prior to registering for a new season. ● Maintain membership throughout the season. ● Keep accurate records of player registrations with the BCLA online database. ● Provide year-end registration statistics to the BCLA Executive Director, and have them available for the Provincial Playoff Director by the Minor Directorate Declaration Meeting. ● Handle any late registration and player withdrawals. ● Maintain a list of Grandfathered and Transferred players. ● Make any necessary changes to the BCLA online database for any player/team movement. ● Maintain permanent records of all registered players of the Association and of all annual registrations of players, coaches and managers. 	

Scheduler	Responsible for scheduling of all floor times for games and practices including the Westhill Box Winter Development Sessions, the pre-season Ice Breaker and the Golden Spike and Friendship Tournaments
Term	2 Years
Roles and Responsibilities	
<ul style="list-style-type: none">● Work with the coaches to schedule the floor time at Westhill Box for the Winter Development sessions.● Work with the Player Appreciation and Events Manager to schedule the game times for the pre-season Ice Breaker.● Schedule all season practices and game times and submit the schedule to the LMMLC.● Manage and communicate all TBRs with the affected coaches.● Schedule floor times with the other Associations for “In House” play at the mini-tyke and tyke levels.● Monitor floor allocations between divisions to ensure equitable floor distribution.● Work with the Tournament Coordinators to schedule floor times at the Friendship and Golden Spike Tournaments.	

Head Manager	Responsible for establishing and maintaining a Team Management process and identifying and assisting Team Managers with successful management of the playing teams.
Term	2 Years
Roles and Responsibilities	
<ul style="list-style-type: none"> ● Recruit volunteers to act as Team Managers. ● Confirm floor allocations with Scheduler. ● Assist Division Coordinators as necessary during evaluations/balancing and in coordinating player movement as necessary. ● Assist Equipment Manager as necessary to organize distribution and collection of jerseys, balls, goalie and first aid kits. ● Work with the Coaching Coordinator to ensure all coaches, managers and door staff have a current Criminal Record Check – required every 5 years. ● Work with the Apparel Manager to ensure that shorts, socks and other apparel for the teams are ordered and delivered when required. ● Attend and/or submit progress reports to Executive meetings. ● Review and update Manager Manual as necessary each year. ● Address issues arising from correspondence. ● Update division trophies at season end. ● Prepare report for the Annual General Meeting. 	

Head Coach / Coaching Coordinator	Organizes, oversees and evaluates a coaching program designed to enhance the skills of all coaches operating within the association.
Term	2 Years
Roles and Responsibilities	
<ul style="list-style-type: none"> ● Provide general liaison with coaches about coaching related instruction, mentorship and education. ● Provide support and leadership to all coaches and assistant coaches. ● Provide advice to the Executive re: Association coaching policies, procedures and placements. ● Work with the Executive to communicate coaching standards and policies to the Association. ● Help to apply and enforce appropriate discipline/corrective action as it pertains to coaching and in accordance with policy. <p>Pre-season</p> <ul style="list-style-type: none"> ● Identify and select coaches in each division. ● Ensure all coaches and bench staff are certified to the level needed per division. ● Sign coaches into the appropriate clinics. ● Make sure Form 100s are completed and delivered to BCLA by May 1st of each playing season. ● Inform coaches of application process and set up coaches meeting prior to season start. ● Maintain personnel records for coaches including NCCP numbers, certification, criminal record checks, phone number etc. ● Schedule and advise all coaches to attend coaches meetings as required. ● List all coaches and contact information and provide Executive and coaches with a copy. ● Provide coaches manual information. ● Provide organization framework and oversee player evaluations in required divisions. ● Support player evaluation process and ensure it meets PMLA Evaluation policy guidelines. <p>Mid-season</p> <ul style="list-style-type: none"> ● Together with the Head Manager, ensure proper implementation of player call up procedures as implemented by team managers and coaches. ● Make available to coaches support as needed throughout the season with plays, education, training, etc. ● Monitor that coaches are using their floor time properly and are committed. <p>Post season</p> <ul style="list-style-type: none"> ● Ensure coaches complete and submit postseason evaluations. ● Collect information from coaches in each division as part of the annual planning process and provide this feedback to the Executive. 	

Division Coordinators	Responsible for assisting as necessary with pre-season Winter Development sessions as well as organizing and overseeing the evaluation/balancing process for a particular division (e.g., tyke, novice, peewee, etc.)
Term	Pre-season
Roles and Responsibilities	
<p>Winter Development (January/February)</p> <ul style="list-style-type: none"> ● Pick up balls/cones for Winter Development sessions as necessary. ● Monitor division registration numbers. ● Bring waiver forms to each Winter Development session for participants who are not yet registered and not previously registered in PMLA. <p>Evaluations/Balancing (Feb/March)</p> <ul style="list-style-type: none"> ● Pick up goalie gear, pinnies, balls as necessary. ● Communicate with registered players as necessary. ● Assign each player a pinnie/jersey number. Hand out and collect pinnies/jerseys at each session. ● Assist in balancing teams for scrimmage evaluation sessions (balance new and returning players, etc.) ● Print out attendance list for evaluations. ● Prepare score sheets for coaches to use during evaluations (head coaches + assistant coaches = minimum 5 evaluators). ● Collect scores and prepare scoring spreadsheet for coaches balancing/selection meetings. ● Prepare teams following coaches meeting. ● Assist as necessary in finding a manager for each team (e.g., bcc each team and let them know that the teams and practice times won't be announced until each team has a manager in place). ● Email families player team placement on same day for the entire division. ● Send team contact list to each manager. ● Send team lists to PMLA Registrar. <p>Tournament Applications (March/April)</p> <ul style="list-style-type: none"> ● If Managers/Coaches not yet in place, submit tentative tournament applications on behalf of teams. ● Communicate tournament dates/information to teams if applications successful. ● Help facilitate fair distribution of tournaments for mini-tyke/tyke teams as necessary. <p>Ice Breaker (April)</p> <ul style="list-style-type: none"> ● Ensure all teams in division ready for Ice Breaker. <p>Trophies (May)</p> <ul style="list-style-type: none"> ● For mini-tyke/tyke, liaise with managers and coordinate group purchase of end-of-year trophies or souvenirs if desired. 	

Referee Allocator	Responsible for scheduling the referees for all regular season games as well as the player evaluation sessions, the Ice Breaker and the Friendship and Golden Spike Tournaments
Term	2 Years
Roles and Responsibilities	
<ul style="list-style-type: none">● Schedule referees for the evaluation games at the pre-season player evaluation sessions.● Schedule referees for the Ice Breaker using those games as opportunities for new referees and opportunities for mentoring.● Schedule referees for the regular season games, paying attention to experience and the division being officiated.● Work with the Head Ref to ensure mentoring and training is a part of the ongoing referee development program.● Schedule independent review on a random basis over the course of the season to provide mentoring opportunities to the referees.● Arrange for out of Association referee support when required.● Schedule referees for Port Moody Friendship and Golden Spike Tournaments.	

Head Referee	The Head Referee is responsible for obtaining, training and supervising all referees in the Association.
Term	2 Years
Roles and Responsibilities	
<ul style="list-style-type: none"> ● Coordinate list of qualified officials for the Association. ● Work with the Referee Allocator to ensure all referees have appropriate level of training and ensure that referees attend their clinics. ● Collect and file referees’ reports and arrange for submission to the appropriate authority. ● Represent the Association as part of the BC Lacrosse Officials Association. ● Maintain effective lines of communication between the Association Referees, The Association, BCLA and BCLOA. ● Support officials both on and off the floor. ● Assist in training and guiding time-keepers in the performance of their duties. ● Sort and file game sheets by division. ● Fax Gross Misconduct or Match Penalties to appropriate Commissioner within 24 hours. ● Be a member of the Association Discipline Committee when reviewing an incident. ● Prepare report for Annual General Meeting. 	

Female Division Coordinator	Responsible for coordinating the Female Division teams and representing the Association at all LMMLC Female Division meetings
Term	2 Years
Roles and Responsibilities	
<ul style="list-style-type: none">● Liaise with Division Managers and the Executive.● Ensure coaches of female teams are aware of upcoming clinics and requirements.● Communicate information to coaches with respect to female development.● Communicate female development opportunities to players and/or coaches.● Address issues arising from correspondence with respect to female players and/or concerns.● Be familiar with the BCLA and CLA rules and regulations with respect to female lacrosse.● Act as advocate for female development opportunities.● Oversee special events such as female jamboree, female clinics and female camps.● Help with the advertising and recruitment of female players.● Attend Executive meetings.● Prepare report for the Annual General Meeting.	

Equipment Manager	Distributes, maintains and collects all equipment and supplies owned by the Association
Term	2 Years
Roles and Responsibilities	
<ul style="list-style-type: none"> ● Develops and maintains an accurate inventory of all equipment and supplies of the Association. ● Prepares a proposal for purchase and repair of equipment and supplies to the Finance Committee for budget purposes (no later than January 31, of each year). ● Purchases equipment and supplies as approved and directed by the Executive; and restrict such purchases up to the amount approved by the Executive. ● Ensure appropriate insurance coverage for storage. ● Distribute equipment to Head Coaches. ● Distribute and collect jerseys, balls, first aid kits and goalie gear pre- and post-season. ● Ensure equipment is cleaned, repaired and/or replaced as necessary. ● Prepare report for the Annual General Meeting. ● Inspect nets at beginning of season and arrange for repairs if needed. ● Support Team Managers with managing pinnies any for jersey conflicts. ● Inform Executive of equipment deficiencies or damage. 	

Risk Management	Responsible for ensuring the Association is taking appropriate measures to manage the risks associated with running the sport
Term	2 Years
Roles and Responsibilities	
<ul style="list-style-type: none"> ● Work with Directors to update Association bylaws and ensure the bylaws reflect Provincial expectations for Non-Profit Community Sports Organizations. ● Work with the appropriate Executive members to update Association policies and procedures. ● Ensure Association policies and procedures align with any changes and updates to the BCLA and LMMLC policies and procedures. ● Make sure the Association is maintaining the ePACT system and that teams and coaches are using the system appropriately. ● Update Association Concussion Management policies and processes. ● Inform Head Manager and Head Coach regarding concussion management and return to play policy. ● Work with Executive to update Code of Conduct, including Spectator Code of Conduct and help to ensure appropriate enforcement is exercised. ● Identify and report to the Directors any undue risks to the successful operation of the Association. 	

Tournament Coordinators	Responsible for planning the Port Moody Friendship and Golden Spike Tournaments
Term	2 Years
Roles and Responsibilities	
<ul style="list-style-type: none"> ● Oversee planning, organizing and running of PMLA tournaments. ● Convene a Tournament Committee to assist in the planning, organizing and running of each tournament, and schedule meetings/conduct communications as necessary. ● Ensure that Tournament Committee Representatives are aware of their duties and responsibilities and monitor progress from start to finish. ● Maintain a presence at both tournaments either in person or by appointed designate; monitor and report to Executive as necessary. ● Submit annual tournament applications to BCLA. ● Initiate, manage and oversee tournament registration. ● Prepare and review tournament budgets. ● Oversee tournament fundraising and reporting (including appropriate licence application and submission of gaming reports to the Province). ● Prepare tournament schedules and track/report tournament results as necessary. ● Act as a liaison between Tournament activities and the Executive. ● Ensure tournament sponsors are acknowledged in tournament-related communications and reporting. ● Liaise with Executive on any tournament results communicated to the media. ● Obtain final tournament financial statements and submit to the Executive within thirty days following the events. 	

Player Appreciation and Events	Responsible for planning the Ice Breaker and supporting the planning and execution of the Association AGM and other Association events
Term	2 Years
Roles and Responsibilities	
<ul style="list-style-type: none"> ● Work with the Head Coach, Head Manager and Head Referee to plan the Ice Breaker Jamboree the weekend prior to the start of the season. ● Establish a relationship with the Vancouver Warriors to support joint Warrior/PMLA activities, which will include the presence of the Warriors Mascot at PMLA events, Port Moody Nights Vancouver Warriors games and Warriors activities and presence at the PMLA AGM. ● Work with the Association Directors to plan the community portion of the AGM. ● Work with the Tournament Coordinators on the arrangements for the community tables at the Friendship and Golden Spike Tournaments. ● Manage PMLA presence at community events, such as the Golden Spike Festival, Car-Free Day, Adopt-a-Street, etc. 	

New Player Recruitment	Responsible for establishing and implementing new player recruitment strategies
Term	2 Years
Roles and Responsibilities	
<ul style="list-style-type: none">● Arrange for the Warriors to visit all of the Port Moody, Belcarra and Anmore Elementary schools.● Work with the Female Coordinator to promote the female game in the Elementary schools .● Manage the PMLA advertising in Latest Happenings, Tri City News and the Anmore community board.● Manage and promote the Fun Lacrosse Program put on annually with Coquitlam.● Develop and distribute a PMLA pamphlet advertising lacrosse in Port Moody Rec Centre and the Elementary and Middle Schools.● Distribute Lacrosse notices (i.e. registration notice) to the Elementary and Middle Schools for posting on their bulletin boards and inclusion in their monthly newsletters.● Develop relationships with the various New Canadian Associations to promote lacrosse in Port Moody and accessing their translation services.	

Player Development & Training	Responsible for coordinating player development and training outside of the activities performed by the team coaches
Term	2 Years
Roles and Responsibilities	
<ul style="list-style-type: none">● Plan and implement an annual Goalie Training program to help promote and train goalies in Port Moody.● Plan, implement and communicate the annual Wall Ball Challenge along with the budgeting and purchase of prizes to be given out at the Association AGM.● Work with Head Coach to create a base set of training videos and make available on the website.● Identify any new Ideas to further the development of the players in Port Moody.	

Association Apparel	Responsible for establishing standardized Association apparel and swag and making this available to the Port Moody Lacrosse Community
Term	2 Years
Roles and Responsibilities	
<ul style="list-style-type: none">● Work with Tournament Coordinators to develop swag for the Port Moody Lacrosse Tournaments (e.g. lacrosse t-shirts).● Establish a standard set of Association apparel and swag at a standard of quality and delivery set by the Association Executive.● Develop and maintain an online store for the purchase of Association apparel, swag and giveaways with 7 to 10-day delivery.● Develop supplier relationships to ensure that we get appropriate attention to our purchases and maintain an “approved” supplier list.● Identify other potential Association swag and giveaways ... water bottles, logo balls, window decals, bags with Association embroidery, etc. that could be sold to the membership that helps promote the game of lacrosse in Port Moody.	

Promotions and Fundraising	Responsible for setting up promotions for the Association and managing fundraising efforts at the Association level and for Tournaments
Term	2 Years
Roles and Responsibilities	
<ul style="list-style-type: none">● Work with the Executive, presenting ideas and opportunities for fundraising throughout the year.● Organize, coordinate and implement PMLA fundraising initiatives.● Propose policy and procedures related to fundraising issues.● Provide funds raised to Treasurer for deposit and tracking.● Follow up on fundraising and/or sponsorship concerns or questions.● Work with the Executive to offer online promotions and fundraising opportunities	