

Nanaimo Track and Field Club 2023 AGM

New Board Positions, Duties, Terms to be Adopted

Current Nominees (as of January 8, 2023)

Current Description	Proposed Description	2023 Nominees
<p>PRESIDENT The President shall:</p> <ul style="list-style-type: none"> a. preside at all meetings of the Club and of the Directors; b. be the Chief Executive Officer of the Club 	<p>PRESIDENT (One Year Term, 2023 Only - Two Year Term starting 2024) The President shall:</p> <ul style="list-style-type: none"> a. preside at all meetings of the Club and of the Directors; b. be the Chief Executive Officer of the Club 	<ul style="list-style-type: none"> - Tyler Heisterman
<p>VICE-PRESIDENT The Vice-President shall carry out the duties of the President during his/her absence.</p>	<p>VICE-PRESIDENT (Two Year Term) The Vice-President shall:</p> <ul style="list-style-type: none"> a. carry out the duties of the President during their absence; b. Oversee the activities and work completed by the Track Manager or Head Coach should the Registrar or Coach Liaison Director positions be unfilled 	<ul style="list-style-type: none"> - Win Myint
<p>SECRETARY The Secretary shall:</p> <ul style="list-style-type: none"> a. have custody of all records and documents of the Club except those required to be kept by the Treasurer; b. keep the minutes of the meetings of the Club, Executive minutes and of the Annual General meeting; c. be responsible for all official correspondence; d. prepare and present 	<p>SECRETARY (One Year Term, 2023 Only - Two Year Term starting 2024) The Secretary shall:</p> <ul style="list-style-type: none"> a. have custody of all records and documents of the Club except those required to be kept by the Treasurer; b. keep the minutes of the meetings of the Club, Executive minutes and of the Annual General meeting; e. file and annual report, the 	<ul style="list-style-type: none"> - Sheri Gauthier

<p>reports on the Directors' activities to the Annual General Meeting;</p> <p>e. file and annual report, the financial report and the auditor's report as required by the Societies Act;</p> <p>f. maintain an up-to-date list of athletes, parents, coaches, voting members and executives;</p> <p>g. be one of the signing officers of the Club.</p>	<p>financial report and the auditor's report as required by the Societies Act;</p> <p>f. maintain an up-to-date list of athletes, parents, coaches, voting members and executives;</p> <p>g. be one of the signing officers of the Club</p> <p>Becomes Staff Role</p> <p>c. be responsible for all official correspondence (Track Manager)</p> <p>d. present reports on the Directors' activities to the Annual General Meeting (Track Manager)</p>	
<p>TREASURER</p> <p>The Treasurer shall:</p> <p>a. have custody of the Club's funds and securities;</p> <p>b. keep full and accurate accounts of receipts and disbursements of the club and other assets in the name of and to the credit of the Club in such depositories as designed by the Directories from time to time;</p> <p>c. disburse the funds of the Club as ordered by the Directors;</p> <p>d. present a financial statement to the Directors at their regular meetings;</p> <p>e. perform such other duties as directors by the Directors from time to time;</p> <p>f. coordinate the dealings of the Club with the auditors;</p> <p>g. assist the President in the preparation of the Club's</p>	<p>TREASURER (Two Year Term)</p> <p>The Treasurer shall:</p> <p>a. have custody of the Club's funds and securities;</p> <p>b. keep full and accurate accounts of receipts and disbursements of the club and other assets in the name of and to the credit of the Club in such depositories as designed by the Directories from time to time;</p> <p>c. disburse the funds of the Club as ordered by the Directors;</p> <p>d. present a financial statement to the Directors at their regular meetings;</p> <p>e. perform such other duties as directors by the Directors from time to time;</p> <p>f. coordinate the dealings of the Club with the auditors;</p> <p>g. assist the President in the</p>	<p>- Don Putz</p>

<p>annual budget; h. be one of the signing officers of the Club.</p>	<p>preparation of the Club's annual budget; h. be one of the signing officers of the Club.</p>	
<p>IMMEDIATE PAST PRESIDENT The Immediate Past President shall provide continuity between the past and the new executive.</p>	<p>IMMEDIATE PAST PRESIDENT (One Year Term) The Immediate Past President shall provide continuity between the past and the new executive.</p>	<p>- Al Johnston</p>
<p>REGISTRAR The Registrar shall: a. advertise the annual Club registration, for the signing of members and for the collection of all membership fees; b. record the names and addresses of all registered members of the Club; c. advertise for and manage the Club's annual fund run; d. collect the monies from the fund run; e. maintain a record of those members participating in the fund run and the amount each member raised; f. advise the Meet Administrator of those athletes eligible for event fees to be paid for by the Club; g. provide Club liaison with the BC Athletics Registrar.</p>	<p>REGISTRAR (One Year Term, 2023 Only - Two Year Term starting 2024) The Registrar shall: a. Oversee activities related to BCA membership and registration of members; B. Oversee the activities and work completed by the Track Manager Becomes Staff Role: a. advertise the annual Club registration, for the signing of members and for the collection of all membership fees (Track Manager); b. record the names and addresses of all registered members of the Club; (Track Manager f. advise the Treasurer of those athletes eligible for event fees to be paid for by the Club (Head Coach) g. provide Club liaison with the BC Athletics Registrar. (Track Manager) Remove: c. advertise for and manage the Club's annual fund run; d. collect the monies from the</p>	<p>- Kim Cameron</p>

	<p>fund run; e. maintain a record of those members participating in the fund run and the amount each member raised;</p>	
<p>STATISTICIAN/PUBLIC RELATIONS The Statistician/Public Relations director shall: a. advise the media of the Club’s participation in the various meets and of the meet results; b. record athletes’ performance and placing from posted results; c. obtain complete results report from host club; d. maintain a record of performance and VIAA series points; e. submit club results to VIAA statistician; f. prepare and distribute Club’s schedule of events; g. provide Parks and Recreation Department club events for inclusion in their seasonal brochures; h. complete season’s performance results and send to VIAA; i. prepare and distribute individual records for each athlete; j. prepare rating sheets for coaches’ review for award presentations; k. maintain an historic record of performance; l. act as a Club contact with the general public; m. maintain contact with the VIAA statistician.</p>	<p>PUBLIC RELATIONS (Two Year Term) The Public Relations director shall: a. advise the media of the Club’s participation in the various meets and of the meet results; b. Act as the club contact with the media c. write press releases to highlight NTFC athlete achievements throughout the track and XC seasons.</p> <p>Becomes Staff Role: g. provide Parks and Recreation Department club events for inclusion in their seasonal brochures (Track Manager) l. act as a Club contact with the general public (Track Manager) f. prepare and distribute Club’s schedule of events (Track Manager) j. prepare rating sheets for coaches’ review for award presentations (Head Coach)</p> <p>Becomes Meet Administrator/Results Role: k. maintain an historic record of performance B. record athletes’ performance and placing from posted results c. obtain complete results report from host club; i. prepare and distribute individual records for each</p>	<p>- No nominees at present</p>

	<p>athlete; d. maintain a record of performance and VIAA series points; e. submit club results to VIAA statistician; h. complete season's performance results and send to VIAA; m. maintain contact with the VIAA statistician.</p>	
<p>MEET ADMINISTRATOR The Meet Administrator shall: a. advise athletes and coaches of meet schedules and prepare a list of athletes registering for such meets; b. pay all required entry fees; c. book all accommodations and make transportation arrangements; d. collect event fees from "non-competitive" members competing and entry fees beyond "pay per event" meets or late entry; e. record all events athletes participate in; f. allocate duties for the administration of a meet, e.g. registration, results and awards; g. purchase awards, ribbons, medals and the engraving of trophies; h. booking of school facilities and Rotary Bowl when required for Club purposes.</p>	<p>MEET AND RESULTS ADMINISTRATOR (One Year Term, 2023 Only - Two Year Term starting 2024) The Meet and Results Administrator shall: a. Assist the Head Coach with meet administration for any meets hosted by NTFC, and sit on the MOC k. maintain an historic record of performance B. record athletes' performance and placing from posted results c. obtain complete results report from host club; i. prepare and distribute individual records for each athlete; d. maintain a record of performance and VIAA series points; e. submit club results to VIAA statistician; h. complete season's performance results and send to VIAA; m. maintain contact with the VIAA statistician</p> <p>Becomes Staff Role:</p> <p>a. advise athletes and coaches of meet schedules and prepare a list of athletes registering for such meets (Head Coach)</p>	<ul style="list-style-type: none"> - Annette Thingsted - Louis Beaudoin

	<ul style="list-style-type: none"> b. pay all required entry fees (Track Manager) d. collect event fees from “non-competitive” members competing and entry fees beyond “pay per event” meets or late entry (Track Manager) e. record all events athletes participate in (Head Coach) f. allocate duties for the administration of a meet, e.g. registration, results and awards (Track Manager) g. purchase awards, ribbons, medals and the engraving of trophies (Track Manager) h. booking of school facilities and Rotary Bowl when required for Club purposes (Track Manager) 	
<p>PARENTS LIAISON DIRECTOR</p> <ul style="list-style-type: none"> a. maintain a list of volunteers to act as meet officials, concession staff, chaperones; b. arrange and chair the annual start of season parents’ meeting; c. organize the beginning of the season athlete’s dinner; d. organize the annual awards banquet. 	<p>REMOVE</p> <p>Roles become Staff Roles</p>	
<p>Does not exist in 2018 Bylaws</p>	<p>JUNIOR DEVELOPMENT REPRESENTATIVE (One Year Term, 2023 Only - Two Year Term starting 2024)</p> <p>The Junior Development Representative shall:</p> <ul style="list-style-type: none"> a. Represent JD interests at BOD meetings b. Be a member of the MOC for any track or cross-country meets hosted by NTFC 	<p>- Peter Sinclair</p>

Does not exist in 2018 Bylaws	COACH LIAISON (Two Year Term) The Coach Liaison shall: a. Oversee the activities and work completed by the Head Coach	- Mike Viers
Does not exist in 2018 Bylaws	FUNDRAISER (Two Year Term) The Fundraiser shall: a. Oversee the club's annual fundraiser activity b. Write grant proposals	- Robert Shurniak