

Duties of Directors, Rolls and Responsibilities overview

Chairperson/ President:

The President of Alberta Luge Association shall be the Chairperson of the Executive Committee of ALA. The President, shall supervise and coordinate ALA's affairs and activities; and shall submit a written annual report to the membership. The President shall assign areas of responsibility to the members of the Executive, subject to the approval of the Executive Committee. The President shall serve as the provincial representative on the Luge Board of Directors of CLA; or if unable to serve personally the President shall nominate the provincial representative. The Executive Committee and Board of Directors may direct the President's vote as provincial representative to CLA, and to that end the President shall cause detailed reports to be provided to the Executive Committee and Board of Directors. This position shall only vote in matters of the executive should there be a tie.

Vice-President Luge:

The Vice-President Luge is directly responsible to the President and Board of Directors for the coordination and development of the athletes, official; and coaching programs as they relate to luge, and to liaise closely with CLA, Winsport and ALA affiliated luge clubs within the province.

Vice-President Operations:

The Vice-President Operations shall act in the capacity of senior Vice President for ALA. They shall be responsible to the President and the Board of Directors for carrying out the duties and responsibilities assigned to him/her throughout the course of his/her term in office. They shall liaise with the Sport Administrator as their equal in terms of paid staff within the organization. They shall liaise with the Officials Coordinators. In the absence of the President, the Vice-President Operations shall assume the duties and responsibilities of the President.

Treasurer:

The Treasurer shall work with the Executive Director of ALA and be responsible for overseeing the following:

- a) the annual budget,
- b) the keeping of the books and
- c) the preparation of the financial statements of ALA.

The Treasurer shall also speak to the auditor regarding the financial statements and present the financial statements at the Annual General Meeting to the members of the Association. The Treasurer shall be bondable.

Secretary

The Secretary shall give the required notice of all meetings; shall prepare agenda; and shall take and keep a permanent record of the minutes of all such meetings; and shall be responsible for the ALA newsletter. The Secretary shall have charge of all correspondence of the Association.

Athletes' Representative:

The Athletes' Representative shall be responsible to represent the concerns of all ALA athletes on the Board. The Athlete Representative Luge shall be a full member of the Board of ALA, with equal privileges and responsibilities with all the other members of that body, including the privileges of moving, seconding and voting upon motions.

Coaches Representatives (Non-Executive)

Coaches' representatives shall be responsible to represent the concerns of all ALA Coaches to the Executive.

Director of Officials (Non-Executive)

The Directors of Officials' representatives shall be responsible to represent the concerns of all ALA officials on the Board. The Directors of Officials representatives shall be a full member of the Board of ALA, with equal privileges and responsibilities with all the other members of that body, including the privileges of moving, seconding and voting upon motions

Members at Large (Non-Executive)

The Member(s) at Large representatives shall endeavour to fulfil the goals and objectives of ALA to the best of their ability, and shall encourage all ALA members to do the same. The Member at Large will have an independent perspective and offer guidance to the Board of Directors. The Member at Large shall be a full member of the Board of ALA, with equal privileges and responsibilities with all the other members of that body, including the privileges of moving, seconding and voting upon motions.