



# Northwest Territories **SOCCER ASSOCIATION**

## **Responsibilities of the NWT Soccer Association's Board of Directors**

- to establish the organization's mission, vision, direction and purpose;
- to develop, implement and ensure compliance with a constitution, bylaws, policies and limitations;
- to select, evaluate, support and guide the President;
- to ensure the financial health of the organization by ensuring there are adequate resources to carry out its work and by monitoring the budget and expenditures;
- to enhance the organization's public image through networking, public relations and promotional activities;
- to determine and monitor the organization's program and services;
- to oversee the operations of the Board by determining its role, evaluating its operations, and by recruiting, training and evaluating individual board members;
- to maintain ties to the membership and to ensure that the needs of the members are taken into consideration and that key decisions of the organization are communicated effectively to the membership.

## **The Role of Individual Board Members**

### **Direction:**

- understand and support the organization's mission, vision and purpose;
- establish goals, objectives and priorities for the organization in meeting the needs of the community;
- assist in the establishment of organization policies;

### **Compliance:**

- ensure the organization is in compliance with its legal obligations;
- ensure the organization is in full compliance with any parent body/national body which provides it with its mandate to operate;
- ensure the organization is in full compliance with the requirements of its funders and be accountable to funders for services provided and funds expended.

### **Personal Commitment:**

- commit to the work of the organization;



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- attend and participate in board meetings, committee meetings and other functions where Board attendance is expected;
- prepare for and participate in the discussion and deliberations of the Board;
- monitor and evaluate the effectiveness of the organization's programs and services;

## **Financial Management and Oversight:**

- understand and scrutinize all financial matters;
- approve the annual budget and spending plan;
- ensure that the organization operates in a fiscally prudent manner;
- assist with any fund raising or resource development initiatives which may require Board support and involvement.

## **Public Relations:**

- work to enhance the public image of the organization;
- promote membership in the organization and on the Board;
- maintain ongoing relationships and communication with members;
- assist in the public relations activities of the organization as appropriate.

## **Personal Conduct:**

- keep Board discussions confidential;
- be aware and abstain from any conflict of interest;
- avoid any interference in the day-to-day operations of the organization.

## **Roles of Each Director**

### **Director of Grassroots Development**

- Shall help to develop and implement the First Kicks program throughout the communities and schools;
- Shall oversee and provide recommendations to the Board on all youth developmental programs that are sanctioned by NWT Soccer Association;
- Shall act as a liaison with tournament and event organizers on behalf of the NWT Soccer Association.



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## **Director of High-Performance Development**

- Shall identify and maintain a list of the high-performance male and female athletes throughout the north and all certified coaches at the Pre-B level and above as well as coordinate opportunities for further certification;
- Shall provide direction and recommendations to the Board on athlete and coach development;
- Shall oversee and act as a liaison between Sport North, the Canadian Soccer Association and the NWTSA for all Team NWT programs including but not limited to the Arctic Winter Games, Club Nationals, and the Canada and Western Canada Summer Games.

## **Director of Communications**

- Shall identify and confirm a soccer contact in each community where there are active members at the beginning of each fiscal year to participate in implementing and advertising for NWTSA programs;
- Shall provide recommendations to the Board regarding marketing and communications;
- Shall act as a liaison with our corporate sponsors, arrange the ordering and delivery of promotional materials on an annual basis and keep track of contract expiration dates.

## **Director of Referee Development**

- Shall help to develop and implement referee education and certification opportunities;
- Shall provide recommendations to the Board on youth and adult referee development;
- Shall evaluate referees at events where possible;

As outlined in the bylaws, a maximum of three (3) directors can be nominated or appointed in any year. Of the active directors, one will be selected to act as the Director at Large and will abide by the following:

## **Director at Large**

- Shall participate on the Board in a voting capacity as a representative for all active Directors;
- Shall carry out their specific duties as outlined in the NWT Soccer Association's policies and procedures;
- Shall promote the best interests of soccer and of the Association throughout the Northwest Territories.