



British Columbia Archery Association

Job Descriptions

Updated March 2004

**British Columbia Archery Association
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President

The President is responsible for the general leadership of the Association. The President shall:

- a) Recruit, select, train, and recognize volunteers for the BCAA
- b) Manage and supervise BCAA affairs and operations
- c) Ensure that the Executive Committee and the Board members pursue steps to attain goals set in their areas of responsibility
- d) Preside at all meetings of the members and of the Directors
- e) Represent the Society in any activity with which the Society is associated
- f) Act as a member ex-officio on all BCAA committees
- g) Be in attendance at all championship events (or send a representative)
- h) Appoint a member to act in the President's place at any event or meeting where the President will be absent
- i) Be responsible for the supervision of the Multi Sport Games, BC Summer Games, and Senior Games
- j) Be responsible for the supervision of the FCA Representative.
- k) Be responsible for the supervision of the Athlete Representative
- l) Be responsible for the supervision of paid staff members.

Budgets

The President is responsible for monitoring and ensuring that the Executive, Board and Committee members comply with budget restrictions when running their programs.

The President is responsible for the following budgets:

- a) Staff salaries, travel and benefits
- b) Board and committee travel
- c) Meetings
- d) Administrative of Association

All reasonable administrative expenses will be paid by the Society.

Meetings

The President is expected to attend and participate in:

- BCAA Board Meetings
- BCAA Annual General Meeting (AGM)
- Meetings as required by Sport BC
- Meetings as required by Chef de Mission - Canada Games/Western Canada Games
- Financial Meetings as required
- Executive Meetings as required
- Coaching and Officials Committees Meetings as required

Reporting Responsibilities

- To the Executive Committee as required
- To the Board (written - 20 copies)
- To the Membership at the AGM (written 40 copies)

Program Tasks

- a) Leadership
 - Supervise recruiting of volunteers for committee positions
 - Ensure volunteers have adequate orientation and training
 - Communicate with VPs and Zone Directors
 - Communicate with the general membership
 - Appoint members to fill Board vacancies
- b) Planning
 - Supervise seminar to develop short and long term planning
 - Identify milestones for current year
 - Outline annual task list and/or work plans for the portfolio
- c) Development
 - Co-ordinate planning results into print form
- d) Implementation
 - Staff performance appraisal
 - Volunteer Recognition program
- e) Evaluation
 - Annually assess programs and results for past year

Supervision Responsibilities

Overall operations and productivity of the BCAA including:

- BCAA Staff
- Leadership provided by the Executive Committee and Board
- Performance Review System

Administrative Vice-President

This Administrative VP shall:

- a) Perform the duties of the President during the absence or inability of the President
- b) Be responsible for the supervision of the following committees:
 - Archer Editorial Committee
 - Web Pages
 - Memberships
- c) Ensure timely government reporting
- d) Provide Board Orientation Package to new board members
- e) Maintain the Regulations and Policy manual
- f) Oversee policy development
- g) Maintain and update as necessary the Constitution and By-Laws of the Society
- h) Act as a member ex-officio on all committees in portfolio
- i) Oversee policy development for the organization
- j) Oversee and guide the harassment complaints process

Budgets

The Administrative VP is responsible for monitoring expenditures of committees under his/her portfolio.

The Administrative VP is responsible for the following budgets:

- Archer newsletter
- Awards programs (Athlete of the Year, Certificates of Appreciation, Male and Female Judges of the Year, Coach of the Year, Volunteer of the Year)

All reasonable administrative expenses will be paid by the Society.

Expense claim forms are included in the Regulations Manual.

Meetings

The Administrative VP is expected to attend and participate in:

- BCAA Board Meetings
- BCAA Annual General Meeting (AGM)
- Executive Meetings as required

Reporting Responsibilities

- To the President bi-monthly
- To the Board (written - 20 copies)
- To the Membership at the AGM (written 40 copies)

Program Tasks

- a) Leadership
 - Give direction to and supervise committees under portfolio
 - Present issues under portfolio to Executive and Board
- b) Planning
 - Develop short and long term planning for areas under own portfolio
- c) Development
 - Initiate changes to the Constitution and By-Laws
 - Determine areas for policy development
- c) Evaluation
 - Annually assess programs and results for the past year

Supervision Responsibilities

Overall operations and productivity of the BCAA committees in portfolio

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio
- Review Job Descriptions under own portfolio: Editor, Web page Administrator, Membership Secretary, Records Chair, and Publicity Chair

Bowhunting Vice-President

This Vice-President shall be responsible for the establishment and supervision of Bowhunting Committees including the following programs:

- a) Bowhunter Education Program
- b) Liaison with the FCA Bowhunting Program
- c) Liaison with the International Bowhunting Program
- d) Bowhunting Rules
- e) Bowhunting 3D Championships
- f) Lobbying the Government for Bowhunting licensing and hunting zones
- g) Establish contact with Zone Directors to assess needs for IBEP clinics
- h) Act as a member ex-officio on all committees in the portfolio
- i) Work with a committee to establish a Bowhunting Records Book

Budgets

The Bowhunting Vice President is responsible for monitoring expenditures of committees under his/her portfolio, and is responsible for budgets of the IBEP program.

All reasonable administrative expenses will be paid by the Society.

Expense claim forms are included in the Regulations Manual.

Meetings

The Bowhunting VP is expected to attend and participate in:

- BCAA Board Meetings
- BCAA Annual General Meeting (AGM)
- Executive Meetings as required
- Government Biologists/Minister concerned with bowhunting zones and licensing as required

Reporting Responsibilities

- To the President bi-monthly
- To the Board (written - 20 copies)
- To the Membership at the AGM (written 40 copies)

Program Tasks

a) Leadership

Supervise recruiting of volunteers for committee positions
Supervise orientation and training of volunteers for their roles
Give direction to and supervise committees under portfolio
Present issues under portfolio to Executive and Board

b) Planning

Participate in planning seminar to develop short and long term planning
Establish clinic needs

c) Development

Ensure that a network of IBEP clinicians is in place
Continue to work with FCA towards reviewing the Bowhunting 3D rules
Establish a permanent records book
Develop a 3D Tournament Guide

a) Implementation

Ensure that bowhunters have access to the IBEP course

b) Evaluation

Annually assess programs and results for the past year

Supervision Responsibilities

Overall operations and productivity of the BCAA committees in portfolio:

- IBEP
- Records
- Bowhunting Championships

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio
- Review Job Descriptions for areas under own portfolio

Technical Vice-President

The Technical VP is responsible for recruiting Coaching Course Conductors.

The Technical VP is also responsible for establishing and supervising the following committees:

- a) Coaching
- b) Officiating
- c) Tournaments & Awards
- d) Awards
- e) Act as a member ex-officio on all committees in this portfolio

Budgets

The Technical VP is responsible for monitoring expenditures of committees under his/her portfolio, and is responsible for the following budgets:

- a) Coaching Chair
- b) Officials Chair
- c) Course Conductors

All reasonable administrative expenses will be paid by the Society.

Expense claim forms are included in the Regulations Manual.

Meetings

The Technical VP is expected to attend and participate in:

- BCAA Board Meetings
- BCAA Annual General Meeting (AGM)
- Executive Meetings as required

Reporting

- To the President bi-monthly
- To the Board (written - 20 copies)
- To the Membership at the AGM (written 40 copies)

Program Tasks

- a) Leadership
 - Supervise recruiting of volunteers for committee positions
 - Supervise orientation and training of volunteers for their roles
 - Communicate with VPs, Zone Directors, and the general membership
- b) Planning
 - Participate in planning seminar to develop short and long term planning
 - Establish clinic needs
- c) Implementation
 - Major events BCAA Championships
- d) Evaluation
 - Annually assess programs and results for the past year

Supervision Responsibilities

Overall operations and productivity of the BCAA committees in portfolio

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio
- Review job descriptions for committee positions

Athlete Development Vice-President

The Athlete Development VP shall be responsible for establishing and supervising the following committees:

- a) Junior Program
- b) Team Selection
- c) Athlete Assistance
- d) High Performance Training
- e) Act as a member ex-officio on all committees in this portfolio
- f) Wheelchair Athletes

Budgets

The Athlete Development VP is responsible for monitoring expenditures of committees under his/her portfolio, and is responsible for the following budgets:

- Junior Chair
- High Performance Training
- Athlete Assistance

All reasonable administrative expenses will be paid by the Society.
Expense claim forms are included in the Regulations Manual.

Meetings

The Athlete Development VP is expected to attend and participate in:

- BCAA Board Meetings
- BCAA Annual General Meeting (AGM)
- Executive Meetings as required

Reporting

- To the President bi-monthly
- To the Board (written - 20 copies)
- To the Membership at the AGM (written 40 copies)

Program Tasks

- a) Leadership
 - Supervise recruiting of volunteers for committee positions
 - Supervise orientation and training of volunteers for their roles
 - Communicate with VPs, Zone Directors, and the general membership
- b) Planning
 - Participate in planning seminar to develop short and long term planning
 - Establish training needs
- c) Implementation
 - Major events, including but not limited to: Canada Games, Western Canada Games, Nationals, Summer Games, BC Northern Winter Games
- d) Evaluation
 - Annually assess programs and results for the past year

Supervision Responsibilities

Overall operations and productivity of the BCAA committees in portfolio:

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio
- Review job descriptions for committee positions

Secretary

The Secretary shall:

- a) Keep all the books and records of the Society and ensure that the minutes of all meetings of the members, the Board of Directors and the Executive Committee are recorded and maintained in an up-to-date manner.
- b) Ensure that all formal notices and announcements are given to the members and directors in a timely manner
- c) Distribute copies of the agenda for quarterly meetings at least 10 days prior to a meeting
- d) Develop and maintain a volunteer support and recognition program
- e) Report with required forms to the Registrar of Companies and apply for Certificate of Good Standing
- f) Report annually to Sports BC with Minutes of the AGM and Board Meetings, an audited Statement, and a Certificate of Good Standing

Budgets

All reasonable administrative expenses will be paid by the Society.
Expense claim forms are included in the Regulations Manual.

Meetings

The Secretary is expected to attend and participate in:

- BCAA Board Meetings
- BCAA Annual General Meeting (AGM)
- Executive Meetings as required

Reporting

- To the Executive Committee as required
- To the Board as requested
- To the Membership at the AGM (written 40 copies)

Program Tasks

- a) Leadership
 - Communicate with the Board regarding notices and minutes
 - Communicate with the general membership regarding Constitutional changes
- b) Planning
 - Participate in planning seminar to develop short and long term planning
- d) Implementation
 - Maintain the minutes of Board Meetings
 - Report to the Government on the AGM proceedings
- e) Evaluation
 - Annually assess programs and results for the past year

Membership Secretary

The Membership Secretary shall:

- a) Be responsible to the Administrative VP for reporting and general supervision
- b) Accept membership applications from the members and new members
- c) Record the members in the database and regularly (monthly) report to FCA for dues payment
- d) Send monies to Treasurer
- e) Report membership data to Zone Directors
- f) Report membership data to championship events including Northern Winter Games and BC Summer Games
- g) Communicate with clubs to promote membership annually
- h) Keep coach and judge certification on database
- i) Send labels to editor as required
- j) Send coach competency forms to coaches
- k) Send membership benefits to members
- l) Send membership card to members
- m) Be able to sort membership data for the annual government status report

Budgets

All reasonable administrative expenses will be paid by the Society.

Meetings

As required by the Board

Reporting

- To the Administrative VP

Program Tasks

- a) Leadership
 - Correspond with clubs to promote membership
 - Work with zone directors to promote membership
- b) Planning
 - Assist president in establishing plan for membership drive and services
- a) Development
 - Review and evaluate membership services
- d) Implementation
 - Ensure clubs receive services provided by the BC AA report membership statistics to financial Committee for government reporting
- e) Evaluation
 - Assess annual programs and results
 - Chart membership statistics for regulations manual

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

Treasurer

The Treasurer shall:

- a) Keep full and accurate account of all receipts and disbursements of the Society in proper books of account
- b) Receive and deposit all monies or other valuables in the name and to the credit of the Society in a financial institution as may from time to time be designated by the Executive Committee
- c) Ensure that all disbursements to be made by the Society are paid by cheque signed all as outlined in policy # 1.6.05 in the Regulations Manual
- d) Disburse the funds of the Society under the direction of the Board of Directors, taking proper vouchers
- e) Render to the Board, at the regular meetings and at other times as directed by the President, an account of the transactions of the Society and the financial position of the Society
- f) Have an official audit done on the society's books annually
- g) Send an audited statement, society paperwork, and payment to the Provincial government annually
- h) Print a financial statement for each Board Meeting, Executive Meeting, and the AGM
- i) Submit a Revenue Source Report and Visitor Profile to Sport BC
- j) Submit a Status Report, Application for Financial Assistance to Sport BC
- k) Request a certified copy of the Certification of Incorporation from the Corporate Registry and remit payment for same

Budgets

All reasonable administrative expenses will be paid by the Society.
Expense claim forms are included in the Regulations Manual.

Meetings

The Treasurer is expected to attend and participate in:

- BCAA Board Meetings
- BCAA Annual General Meeting (AGM)
- Executive Meetings as required
- Financial meetings as required

Reporting

- To the Executive Committee as required
- To the Board of Directors at Board Meetings
- To the Membership at the AGM
- To Sports and Recreation with the audited financial statement

Program Tasks

- a) Leadership
 - Communicate with the Executive and the Board
 - Communicate with the Auditor in the annual audit
 - Invest bank deposits as required
- e) Planning
 - Participate in planning committee to develop short and long term plan
- f) Development
 - Assist in development of the grant
- g) Implementation
 - Accept fees, and deposit monies in a bank
 - Pay out expenses as required
- h) Evaluation
 - Annually assess programs and results for the past year
 - Assist in the summary reporting system of the grant

Supervision Responsibilities

- Ensure that all Board members and Committee Chairs and Course Conductors report properly when asking for or turning in funds.

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

Zone Directors

Each Zone Director represents one of the 8 regional zones established by the Provincial Government.

The Zone Director shall:

- a) Act as the representative of the Society and to promote archery in the respective zone
- b) Inform the members of and publicize the programs and activities of the Society in the zone
- c) Assist in the implementation of Society programs in the zone
- d) Attempt to resolve any problems or conflicts dealing with Society activities in the zone
- e) Bring zone problems to the Board to help resolve issues of concern
- f) Help promote and organize clinics
- g) Assist athletes in obtaining coaching help
- h) Liaise with the clubs and members of the zone to ascertain clinic needs
- i) For zones 7 and 8, responsibilities will include representing zone members for the BC Northern Winter Games
- j) Upon retirement, arrange for the election of a replacement zone director

Budgets

All reasonable administrative expenses will be paid by the Society.
Expense claim forms are included in the Regulations Manual.

Meetings

The Zone Directors are expected to attend and participate in:

- BCAA Board Meetings
- BCAA Annual General Meeting (AGM)
- Executive Meetings as required
- Zone meetings as required

Reporting

- To the President re: activities of the society and zone
- To the Administrative VP re: info required for government reporting and confirming details of membership
- To the Zone Membership as required
- To the Board (written - 20 copies)

Program Tasks

- a) Leadership
 - Communicate with the Executive and the Board
 - Communicate with zone membership
- b) Planning
 - Participate in short and long term planning
 - Promote tournaments within zone
 - Help clubs in planning ranges
- c) Development
 - Help to plan clinics in zone
- d) Implementation
 - Host clinics and/or tournaments
- e) Evaluation
 - Annually assess programs and results for the past year

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

Editor

The Editor shall:

- a) Obtain items of information and interest to the membership for inclusion in the Archer newsletter
- b) Solicit opinions, ideas and articles from the membership for inclusion in the newsletter
- c) Solicit advertisements for the newsletter
- d) Use professional software to layout the newsletter
- e) Communicate with the printer and distributor to ensure timely printing and distribution for each issue
- f) When needed, assess other printers

Budgets

All reasonable administrative expenses will be paid by the Society.
Expense claim forms are included in the Regulations Manual.

Meetings

- As requested by the Board

Reporting

- Provide draft of each newsletter to the Administrative VP at least 1 week before going to print
- Provide summary of costs for each issue of The Archer to Administrative VP

Program Tasks

- a) Leadership
Communicate with Administrative VP and other members of the Editorial Committee
- b) Planning
Participate in short and long term planning
Plan format of newsletter
- i) Development
Initiate advertising for newsletter
- d) Implementation
Edit information, layout newsletter, and send to publisher
- e) Evaluation
Annually assess programs and results for the past year
Assess performance of current printing company and recommend another, if needed

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the newsletter

Webmaster

The Webmaster:

- a) Is responsible for the management and development of the BCAA Web pages
- b) Works with the Board and membership to provide relevant, interesting, and up-to-date information
- c) Creates and updates Web pages using material supplied by member clubs and board members.
- d) Replies to user feedback
- e) Monitors traffic through the site
- f) Maintains a back-up of the site, in case it is compromised
- g) Looks for ways to promote the BCAA site
- h) Ensures that Web-based information is archived for future needs and reference
- i) Evaluates performance of the Internet Service Provider and makes recommendations to the board if necessary.

Budgets

All reasonable administrative expenses will be paid by the Society.

Meetings

As requested by the Board

Reporting

- To the Administrative VP

Program Tasks

- a) Leadership
 - Makes recommendations to the Board for improving site content
- b) Planning
 - Responsible for coordinating, planning, and implementing overall Web development
- c) Development
 - Stays up-to-date on basic and advanced design and layout principles
 - Uses Photoshop and/or other graphics programs
 - Has knowledge and abilities to use Web building software such as FrontPage or Dreamweaver
 - May have knowledge of JAVA, XML, and PERL
- d) Implementation
 - Ensures sensitive or personal information is not inadvertently released
- e) Evaluation
 - Evaluates effectiveness and clarity of BCAA Web pages
 - Makes recommendations for improvements

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

Publicity Chair

The Publicity Chair shall:

- a) Design, initiate, and manage promotional activities to promote the BCAA, the sport of archery, and BCAA events – at the community level and provincial level
- b) Establish relationships with other governing sport organizations i.e. Sport BC, Coaches Association of BC, Sport & Physical Activity Branch at Ministry of Community, Aboriginal, and Women’s Services, Pacific Sport, and BC Games Society
- c) Establish relationships with the media
- d) Organize, coordinate, and prepare written materials and undertake a range of activities including, but not limited to, events to launch, media releases, and multi-media presentations to promote the BCAA, the sport of archery, BCAA events and National events when in BC
- e) Establish the strategic direction and budget for promotional and marketing activities
- f) Seek out and capitalize on collaborative, promotional and communication opportunities with other organizations
- g) Work with the Admin VP to identify volunteers, coaches, judges, and athletes for recognition
- h) Work with the Editor to solicit newsletter items of interest from member clubs
- i) Work with the Editor in composing profiles of interesting members and clubs for publication
- j) Work with Editor to find clients who wish to advertise in the Archer
- k) Work with Zone Directors to initiate and coordinate local activities

Budgets

All reasonable administrative expenses will be paid by the Society.
Expense claim forms are included in the Regulations Manual.

Meetings

As requested by the Board

Reporting

To the Administrative VP

Program Tasks

- a) Leadership
As described above
- b) Planning
As described above
- c) Development
As described above
- d) Implementation
As described above
- e) Evaluation
Annually assess activities and results for the past year

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

Coaching Chair

The Coaching Chair shall:

- a) Organize all coaching clinics
- b) Keep active coaches informed on the latest developments in coaching
- c) Solicit opinions, ideas and articles from the membership for inclusion in the newsletter
- d) Maintain records of coaches qualifications
- e) Publish lists of BC coaches for the AGM
- f) Develop programs to encourage athletes to be able to work with specific coaches
- g) Report to NCCP with upgrades to coaches qualifications
- h) Liaise with the National Coaching Chair

Budgets

All reasonable administrative expenses will be paid by the Society.
Expense claim forms are included in the Regulations Manual.

Meetings

The Coaching Chair is expected to attend and participate in:

- BCAA Board Meetings as requested by the Board
- BCAA Annual General Meeting (AGM)

Reporting

- To the Technical VP before every Board meeting with a written report

Program Tasks

- a) Leadership
Communicate with Technical VP
- b) Planning
Participate in short and long term planning
- c) Development
Co-ordinate coaching clinics for candidates
Keep records and statistics of coaches
- j) Implementation
Communicate with active coaches to keep them informed on new coaching developments.
Communicate with FCA Coaching Co-coordinator with records of clinics and experience
- e) Evaluation
Annually assess programs and results for the past year

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

Junior Olympian Program Chair

The JOP Chair shall:

- a) Organize, promote and direct an effective Junior Program
- b) Establish JOP Championships

Budgets

All reasonable administrative expenses will be paid by the Society.
Expense claim forms are included in the Regulations Manual.

Meetings

- As requested by the Board

Reporting

- To the Athlete Development VP as required

Program Tasks

- a) Leadership
 - Communicate with Athlete Development VP first
 - Communicate with club JOP Co-coordinators
 - Communicate with the Executive and the Board
- b) Planning
 - Participate in short and long term planning
 - Plan a JOP brochure
- c) Development
 - Maintain the JOP Manual and send updates to the Athlete Development VP and the Administrative VP
 - Keep track of statistics of JOP members
- d) Implementation
 - Record scores and implement reward system for JOP competitors
 - Mail newsletter to JOP Co-coordinators
- e) Evaluation
 - Annually assess programs and results for the past year

Supervision Responsibilities

- Assist JOP Co-coordinators in implementing their programs

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

Judge / Officials Chair

The Judge /Officials Chair shall:

- a) Organize, promote and direct a program to instruct and educate judges and officials in BC
- b) Organize and promote clinics for the certification and instruction of judges and officials
- c) Organize, promote and direct, through the Judges in BC, an information program for the members as to the correct interpretation of shooting rules
- d) Communicate with championship event organizers to ensure adequate facilities and event set up
- e) Organize and arrange for the attendance of judges and officials at sponsored tournaments, including, but not limited to:
 - BC Indoor Championships
 - BC Outdoor Championships
 - 3-D Championships
 - BC Summer Games
 - Northern BC Games
 - JOP Indoor & Outdoor Championships
- f) Prior to any BCAA sanctioned championships/games, inspect and approve target ranges and field courses for compliance with the shooting rules and general safety requirements (This can be delegated to another official.)

Budgets

All reasonable administrative expenses will be paid by the Society.

Meetings

As requested by the Board

Reporting

- To the Technical VP with a written report

Program Tasks

- a) Leadership
 - Communicate with judges and officials in the province
 - Communicate with Technical VP
- b) Planning
 - Participate in short and long term planning
- c) Development
 - Keep track of statistics of Provincial Judges and Officials
- d.) Implementation
 - Run judging clinics and officiating clinics
 - Publish relevant issues in the newsletter
- e) Evaluation
 - Annually assess programs and results for the past year

Supervision Responsibilities

- Keep track of experience and qualifications and assess performance of judges and officials and communicate this to the judges and officials

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

Tournaments & Awards Chair

The Tournaments and Awards Chair shall:

- a) Ensure that all awards of the Society for sponsored tournaments are available for distribution
- b) Ensure that an adequate inventory of crests and decals are available
- c) Ensure that an adequate inventory of JOP pins are available
- d) Ensure that an adequate inventory of BCAA Championship medals are available for the events
- e) Arrange with tournament chairs of championship events for distribution of medals
- f) Correspond with successful tournament bidders to ensure that:
 - club has a committee established to run the event
 - club has a valid rule book and an up-to-date tournament package
 - club has proper and adequate venue equipment in place (buttresses, etc.)
 - club has adequate supplies of appropriate venue supplies (targets, etc.)
 - club supplies its own Director of Shooting
- g) Assess clubs' needs for Judging or Organizational clinic needs for event
- h) Register provincial championship events with the National office (FCA)

Budgets

All reasonable administrative expenses will be paid by the Society.
Expense claim forms are included in the Regulations Manual.

Meetings

As requested by the Board

Reporting

- To the Technical VP as required

Program Tasks

- a) Leadership
 - Communicate with Tournament Chairs regarding medal needs for championship events
 - Communicate with JOP Chair
 - Communicate with Technical VP
- b) Planning
 - Communicate with clubs to monitor tournament planning
 - Participate in short and long term planning
 - Determine medal needs
- c) Development
 - Review tournament package for revision
 - Review tournament package to keep it up to date
- d) Implementation
 - Have package ratified by Board and available to clubs
 - Publish relevant issues in the newsletter
- e) Evaluation
 - Annually assess programs and results for the past year

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

Senior Games Chair

It shall be the duty and Responsibility of the Senior Games Chair to:

- a) Respond to Government concerns regarding Senior Games
- b) Communicate with the President and the Board
- c) Lobby Government for the inclusion of Archery in the BC Senior Games
- d) Communicate with neighboring provinces regarding their policy with Senior Games

Budgets

All reasonable administrative expenses will be paid by the BCAA.
Expense claim forms are included in the Regulations Manual.

Meetings

Board Meetings as requested

Reporting

- To the President as required

Program Tasks

- a. Leadership
 - Communicate with President
 - Communicate with the Board
 - Communicate with the appropriate Provincial Government personnel
- b. Planning
 - Establish policy for the Program
- c. Development
 - Review policies under own portfolio with committee members to ensure validity
- d. Implementation
 - Publish policy in the newsletter
- e. Evaluation
 - Assess programs and results

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

Team Selection Chair

The Team Selection Chair shall:

- a) Establish rules for the selection of athletes supported by the BCAA
- b) Have rules ratified by the Board in the February meeting
- c) Publish the rules in the newsletter
- d) Collect FITA scores from athletes for the compilation of statistics used in the selection process of teams and Athletic Assistance programs
- e) Maintain and publish appropriate shooting records of our competitors

Budgets

All reasonable administrative expenses will be paid by the Society.
Expense claim forms are included in the Regulations Manual.

Meetings

Board meetings as requested

Reporting

- To the Athlete Development VP as required for Team Selection
- To the President as required
- To the Athletic Assistance Chair

Program Tasks

- a) Leadership
Communicate with the Athlete Development VP
- b) Planning
Participate in short and long term planning
Establish rules for programs
- c) Development
Keep track of statistics of FITA scores of athletes
- d) Implementation
Use rules to select team to Nationals, Western Canada Games, Canada Games, World Championships, and other games
Publish results
Publish rules in the newsletter
- e) Evaluation
Annually assess programs and results for the past year

Supervision Responsibilities

- Monitor Athletic Assistance candidates

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

IBEP Chair

The Bowhunting Education Program Chair shall:

- a) Organize, promote and direct IBEP Course Conductors throughout the province
- b) Organize and promote, through the network of provincial Course Conductors, IBEP clinics
- c) Communicate with the National IBEP Co-coordinator
- d) Communicate with the International IBEP Co-coordinator

Budgets

All reasonable administrative expenses will be paid by the Society.

Expense claim forms are included in the Regulations Manual.

Meetings

- Board meetings as requested
- BCAA Annual General Meeting (AGM)

Reporting

- To the Bowhunting VP as required

Program Tasks

- a) Leadership
Communicate with the Bowhunting VP as required
Communicate with the International IBEP Chair and the National IBEP Chair and copy all correspondence to the Bowhunting VP
- b) Planning
Participate in short and long term planning
Establish, with the Zone Directors, IBEP needs
- c) Development
Keep track of qualified IBEP instructors
- d) Implementation
Run IBEP Course Conductor clinics
Publish relevant issues in the newsletter
- e) Evaluation
Annually assess programs and results for the past year

Supervision Responsibilities

- Keep track of experience and qualifications and assess performance of IBEP instructors in BC

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

BC Games Sport Chair for the Host Community

The BC Games Sport Chair for the Host Community is selected each year to represent the community where the BC Games will be held. The Sports Chair for the Host Community shall:

- j) Establish a team to organize and run the BC Games Archery event
- k) Work with the local Games Society to establish committees to organize each aspect of the event
- l) Work with the BCAA Provincial Advisor to the Games
- m) Work with the BCAA Judge/Officials Chair

Budgets

An allowance is given by the BC Games Society

A budget will be established by the Games Society to purchase equipment needed to run the games

All reasonable administrative expenses will be paid by the Society.

Meetings

- Annual Meeting with Provincial Advisor Tournament Venue
- July - at the games meeting with Zone Managers (Team Captains' meeting)

Reporting

- To the Provincial Advisor
- Liaise with the BC Games Society

Program Tasks

- a) Leadership
 - Communicate with Provincial Advisor
 - Communicate with the BC Games Society
- b) Planning
 - Plan the tournament
- c) Development
 - Establish a tournament committee
- d) Implementation
 - Run the tournament
 - Attend the Games to monitor activities
- e) Evaluation
 - Assess the past Games event

Supervision Responsibilities

- Supervise the actual tournament

Performance Review System

- Identify milestones for games
- Outline annual task list and/or work plans for the portfolio

Disabled Athlete Chair

The Disabled Athlete Chair shall:

- a) Communicate with government agencies regarding disabled athlete issues
- b) Assess clubs' needs for provisions for disabled athletes

Budgets

All reasonable administrative expenses will be paid by the Society.

Expense claim forms are included in the Regulations Manual.

Meetings

Board Meetings as requested

Reporting

- To the Athlete Development VP

Program Tasks

- a) Leadership
 - Assist clubs in determining ways to attract, train, and assist disabled athletes
 - Communicate policies
- b) Planning
 - Communicate with clubs to monitor facility needs
- c) Development
 - Work with Technical VP to organize clinics
- d) Implementation
 - Establish/maintain a BCAA policy for disabled athletes
- e) Evaluation
 - Annually assess programs and results for the past year

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

Records Chair

The Records Chair shall:

- a) Establish records for championships events
- b) Submit records to Administrative VP twice per year before the indoor and outdoor provincial championships

Budgets

All reasonable administrative expenses will be paid by the Society.

Meetings

Board Meetings as requested by the Board

Reporting

- To the Administrative VP as required

Program Tasks

- a) Leadership
Communicate with Administrative Vice President regarding activities
- b) Planning
Ensure that clubs and members are aware of procedure for reporting records
- c) Development
Review and record records
- d) Implementation
Publish records in newsletter
Ensure record holders receive a congratulatory letter
- e) Evaluation
Annually assess programs and results for the past year

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

FCA Representative

The FCA Representative (Provincial Director) shall:

- a) Ensure clear and accurate communication between the provincial and national organization
- b) Communicate BC goals, needs and issues to FCA and visa versa
- c) Keep BCAA Board Members apprised of national level information appropriate to their portfolios

Budgets

Administrative Allowance as per FCA regulations to cover phone, postage, and copying costs (FCA stationery is available from the office; copying and distribution of correspondence can be done by FCA staff; biweekly packages are distributed to Directors, Chair, and provincial organizations.)

Meetings

- BCAA Board meetings as requested
- FCA Annual General Meeting

Reporting

- To the FCA President on a regular basis (i.e. quarterly)
- To the FCA Board twice a year (written)
- To the FCA Membership at the AGM (written)
- To the BCAA Executive as required
- To the BCAA President

Submit FCA Board report to the Executive Director of the FCA.

Identify accomplishments and problems since previous report and objectives for next period.

Program Tasks

a) Leadership

Get involved with one or more FCA committees
Recruit talented individuals to FCA's committees and volunteer roles
Liaise between provincial and FCA management
Communicate PSO issues to FCA's Board of Directors

b) Planning

Provide input to FCA's plans

b) Development

Those related to own committee involvement

d) Implementation

Improve communication between FCA and BC
Improve PSO's knowledge of FCA's goals and activities

e) Evaluation

Annually assess programs and results for the past year; provide recommendations to the President

Suggested Reading

- Volunteer's Orientation booklet

BC Games Provincial Advisor

The BC Games Provincial Advisor shall:

- a) Establish a network of Zone Sport Representatives to organize zone playoffs to establish zone teams
- b) Develop rules and have them ratified by the Board, publish in newsletter
- c) Communicate with the Provincial BC Games Staff
- d) Communicate with the BC Games Society
- e) Communicate with the Sport Chair
- f) Communicate with the Officials Chair regarding Judging needs for the tournament
- g) Communicate with the Zone Sport Chair to obtain result sheets and to balance zone teams

Budgets

An allowance is provided by the BC Games Society.

All other reasonable administrative expenses will be paid by the BCAA.

Meetings

The Provincial Advisor is expected to attend and participate in:

- BCAA Board Meetings
- BCAA Annual General Meeting (AGM)

Reporting

- To the Athlete Development VP

Program Tasks

- a) Leadership
 - Communicate with Athlete Development VP
 - Communicate with the BC Games Society
 - Communicate with the BC Games Provincial Staff
- b) Planning
 - Participate short and long term planning
 - Establish rules for the tournament
- c) Development
 - Develop a network of Zone Sport Representatives
 - Balance zone teams
- d) Implementation
 - Attend Games to monitor activities
 - Publish rules in the newsletter
- e. Evaluation
 - Annually assess programs and results for the past year

Supervision Responsibilities

- Supervise the actual tournament
- Supervise zone representatives to ensure compliance with the rules, equality and fairness

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

Athlete Representative

The Athlete Representative shall:

- f) Act as an ombudsman on behalf of the athletes
- g) Correspond with the Technical Director of the FCA to establish an improved line of communication between the athletes, the BCAA, and the FCA

Budgets

All reasonable administrative expenses will be paid by the Society.
Expense claim forms are included in the Regulations Manual.

Meetings

As requested by the Board

Reporting

- To the President as required
- To the Board as required

Program Tasks

- a) Leadership
 - Communicate with President
 - Communicate with the appropriate Provincial Government personnel
 - Communicate with the Technical Director of FCA
- c) Evaluation
 - Annually assess programs and results for the past year

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

Athletic Assistance Administrator

The Athletic Assistance Administrator shall:

- a) Work with the Committee to develop rules for the selection of athletes for the program
- b) Have rules ratified by the Board in the February meeting
- c) Publish the rules in the newsletter
- d) Communicate with the Team Selection Coordinator to get relevant scores
- e) Select athletes for the program
- f) Have the selection ratified by the Committee

Budgets

All reasonable administrative expenses will be paid by the Society.
Expense claim forms are included in the Regulations Manual.

Meetings

The Athletic Assistance Administrator is expected to attend and participate in:

- BCAA Board Meetings as requested
- BCAA Annual General Meeting (AGM) as requested

Reporting

- To the Athlete Development VP as required
- To the President as required
- To Sports BC as required

Program Tasks

- a) Leadership
Communicate with Athlete Development VP
- b) Planning
Participate in short and long term planning
Establish rules for own programs
- d) Development
Monitor the training of athletes
- d) Implementation
Use rules to select Athletic Assistance candidates
Publish rules in the newsletter
- e) Evaluation
Annually assess programs and results for the past year

Supervision Responsibilities

- Monitor Athletic Assistance candidates

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

Major Games Manager/Coach

One of the management team must be male and one female. The manager is in charge of the operation. The Coach must be a full NCCP/CBET Coach. One of the team should have some judging certification. The team must be able to work together and both should have coaching certification.

The Major Games Manager/Coach shall:

- a) Work with the Committee to review rules for the selection and development of athletes for the team
- b) Contact the athletes to monitor training and competitions
- c) Contact personal coaches to monitor training and competitions
- d) Ensure that athlete paper work is completed regarding uniform size, and medical information
- e) Arrange and conduct training camps
- f) Arrange for transportation and accommodation for athletes and management team to the games
- g) Work with athletes during the actual competition
- h) Manage the budget for team training

Budgets

The budget will come to the Association through Sports BC
All reasonable administrative expenses will be paid by the Society.
Expense claim forms are included in the Regulations Manual.

Meetings

BCAA Board meetings as requested

Reporting

- To the Major Games Chair as required
- To the Athlete Development VP
- To the President as required
- To Sports BC Major Games Representative
- To the Editor with results
- Report to the Board regarding conduct and results

Program Tasks

- a) Leadership
Communicate with the Athlete Development VP
Communicate with the Major Games Chair
Oversee the games operation
- b) Planning
Develop a training program for the athletes
Budget for the program
- e) Development
Monitor the training of the athletes
- e) Implementation
Train the team for the Games
Work with the team at the Games
- f) Evaluation
Annually assess programs and results for the past year

Supervision Responsibilities

- Monitor the training programs of the athletes

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

National Championships Team Leader

The Team Leader should be at least a full level II NCCP coach. Judging certification would also be an asset.

The National Championships Team Leader shall:

- a) Contact the athletes to confirm commitment to the tournament
- b) Ensure athletes obtain their jackets
- c) Co-ordinate travel to and from the venues, games, including ground transportation
- d) Provide support to the athletes
- e) Manage budget for the trip

Budgets

All reasonable administrative expenses will be paid by the Society.
Expense claim forms are included in the Regulations Manual.

Meetings

BCAA Board meetings as requested

Reporting

- To the Athlete Development VP
- To the Team Selection Chair with results
- To the Editor with results
- Report to the Board regarding conduct and results

Program Tasks

- a) Leadership
 - Communicate with the Athlete Development VP
 - Oversee team conduct
- b) Planning
 - Budget the program
 - Secure ground transportation for team members
- c) Implementation
 - Organize the team at the venue
 - Work with the team at the Championships
- d) Evaluation
 - Annually assess programs and results for the past year

Supervision Responsibilities

- Monitor athletes' conduct at the tournament

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

BC Summer Games Manager & Coach

This is a combined position. Minimum certification is a Level II NCCP/CBET Certified Theory. If this position is filled by a male, an adult female chaperone should also be part of the management team.

Travel arrangements to the games are made by the Sports BC Director in Victoria.

The BC Summer Games Manager/Coach shall:

- a) Supervise the zone team
- b) Assist in marshalling members to and from shooting venue
- c) Assist in marshalling members to and from meal venue
- d) Ensure physiological needs of athlete at venue is met (i.e.- water, nourishment)
- e) Ensure medical needs of athlete are met **
- f) Assist athletes with equipment maintenance
- g) Ensure boxed lunches are ordered for the zone team (through games hostess - daily)
- h) Fill out protest forms as applicable on behalf of athletes
- i) Act on behalf of athletes in disciplinary actions
- j) Ensure athletes are supervised when not competing
- k) Assist in marshalling members at opening and closing ceremonies

** The BC Summer Games will have a first aid attendant at each competitive venue and athletes will have supplied the games with a medical profile.

Budgets

Travel to and from the games is by Summer Games transport.

Food and accommodation is supplied by the BC Summer Games.

Meetings

Team Captains' meetings at the games venue as required.

Leadership

Communicate with team members to ensure that adequate preparations are made regarding equipment and clothing considerations.

Appointment

Appointment will be made by the Zone Sport Chair in consultation with the Provincial Advisor to the BC Summer Games.

Provincial Coach

Two Provincial Coaches (male and female) will be filled by individuals with leadership abilities to work independently on projects assigned by the President. These people will possess coaching certification to at least level III NCCP/CBET, and will be certified as coach course conductors to at least level II Technical and level I Theory. (Note: These positions cannot be filled by current Board members.)

The Provincial Coaches are responsible for the following:

- a) Be responsible to the President for reporting and general supervision
- b) In conjunction with our volunteers, be responsible for conducting coaching clinics
- c) Assist other coaches in getting upgraded and improving their coaching skills and knowledge
- d) Match athletes with coaches when requested by athletes
- e) Report to Coaching Co-ordinator for reporting of clinic results
- f) Be available to Coach and/or Manage Team BC for the Nationals, Western Canada Games and Canada Summer Games
- g) Be available to work with individual high performance athletes when requested by athletes

Budgets

Salary and expenses as negotiated with the executive committee.

Meetings

- As required by the Coaching Chair
- As required by the Coaching Committee
- As required by Team BC (Canada and Western Canada Games)

Reporting

- To the President as required
- To the Board (written)
- Send a copy of report to the Secretary at least 10 days prior to meetings.

Program Tasks

- a) Leadership
 - Communicate with President regarding activities
 - Correspond with clubs to arrange coaching clinics
 - Work with major games committee when developing Team BC
- b) Planning
 - Assist President in establishing rules for major games
- c) Development
 - Review and evaluate coaching clinic materials
- d) Implementation
 - Test new clinic materials for reliability
 - Conduct school coaching in-service
- e) Evaluation
 - Annually assess programs and results for the past year

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

Coaching Course Conductor Technical

The Coaching Course Conductor Technical shall:

- a) Be responsible to the Coach Coordinator for assignments, reporting and general supervision
- b) Work with the FCA to be keep up with the latest information on Coaching material
- c) Work with the Coaching Chair to Plan clinic schedule with host club (at least two months lead time)
- d) Print and bind technical manual and resource material as needed.
- e) Mail technical manual and case studies along with instructions to host club (with enough lead time to allow the pre-work to be done)
- f) Arrange for the collection of fees by host club
- g) Plan personal itinerary (time off work, travel arrangements, accommodation) (six weeks lead time)
- h) Print and bind workbooks as required.
- i) Arrange for support personnel to assist with clinic if required
- j) Update coaching course conducting manual with new and updated materials
- k) Conduct clinic
- l) Evaluate candidates
- m) Have candidates sign coach code of conduct
- n) Mail out certificates and letters of results
- o) Turn in income and expense forms to Treasurer
- p) Have Treasurer pay the FCA for manuals and fees
- q) Report to BCAA Coach Coordinator on technical results from clinic

Budgets

All reasonable administrative expenses will be paid by the Society.

Honorarium of \$100 per day (minimum of a 6 hour day)

\$5 copying fee for manual to FCA

\$10 fee/candidate for technical clinic

\$5 fee for theory manual

Meetings

Coaching Course Conductors are requested to participate in an annual Sport Branch seminar.

Reporting

- To the Technical VP

Program Tasks

- a) Leadership
Attend seminars to get information on conducting clinics
- b) Planning
Communicate with host club to plan clinic
- c) Development
Design clinic materials
- d) Implementation
Build course conductor manual
- e) Evaluation
Assess past clinics and make recommendations for future clinics
Seek input from clinic participants to evaluate clinic

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio

Officials & Judges Course Conductor

The Officials & Judges Course Conductor shall:

- a) Be responsible to the Judge Chair for reporting and general supervision
- b) Plan clinic schedule with host club (at least two months lead time)
- c) Print and bind technical resource material
- d) Print or purchase rule books for the clinic
- e) Mail rule books, case studies and pre test, along with instructions to host club (seven weeks lead time)
- f) Arrange for the collection of fees by host club
- g) Plan personal itinerary (time off work, travel arrangements, accommodation) (two weeks lead time)
- h) Print resource material needed at the clinic
- i) Update course conducting manual with new rules and updated materials
- j) Conduct clinic
- k) Evaluate candidates
- l) Have candidates sign Judge code of conduct
- m) Mail out certificates and letters of results
- n) Turn in income and expense forms to Treasurer
- o) Publish results in newsletter

Budgets

All reasonable administrative expenses will be paid by the Society.

Honorarium of \$100 per day (minimum of a 6 hour day)

\$10 fee/candidate for technical clinic registration fee

Meetings

Board Meetings as requested by the Board

Reporting

- To the Officials & Judge Chair as required

Program Tasks

- a) Leadership
Work with Officials & Judge Chair for assignments
- b) Planning
Communicate with host club to plan clinic
- c) Development
Design clinic materials
- d) Implementation
Build course conductor manual
- e) Evaluation
Assess clinics for the past year
Ask candidates to evaluate clinic

Performance Review System

- Identify milestones for current year
- Outline annual task list and/or work plans for the portfolio