

Board Position Summary:

Position	Summary of Responsibilities
President	<ul style="list-style-type: none"> ● Be the Chief Executive Officer of the Club, responsible for the general and active management of the affairs of the Club. ● Establish agendas aligned with annual Board goals and preside over Board meetings. Ensure meetings are effective and efficient for the performance of governance work. ● Serve as the Board's central point of communication with the members and board support persons regarding the Board's expectations and concerns. ● Serve as the Board's primary contact with the public and township. ● Serve as a mentor to other Directors. Ensure succession planning occurs for board members and board support persons.
Director of Curling Development	<ul style="list-style-type: none"> ● Develop, organize, execute, and oversee programs to give curling development opportunities to all members, including youth, adult, and members new to curling. ● Provide guidance and support to ensure there are qualified of the curling instructors in the club to support and execute the skill development programs. ● Define scope and standard for all clinics and training programs. ● Provide clarification of official rules of curling as requested.
Director of Events	<ul style="list-style-type: none"> ● Provides leadership and oversight to ensure all teams organizing special events (Home Show, bonspiels, social) at the club have the support required. ● Identifies the calendar of special events and organizes volunteers to execute as planned. ● Support all aspects of planning and execution of the Home Show. ● Provides summary reports to the Board on the financials, issues, and activities for each event.
Director of Membership & Leagues	<ul style="list-style-type: none"> ● Manage the registration process and payments, including enablement of members (e.g. lockers, league signups, enrol in Learn-To-Curl). ● Propose annual membership fees and fee structure. ● Provides leadership for membership recruitment initiatives. ● Chairs League Committee to oversee the development and operation of all leagues. ● Recommend change to league schedules or makeup. ● Maintains the rule for play, sparing, prizes etc of all leagues.
Director of Facilities & Ice	<ul style="list-style-type: none"> ● Has overall responsibility for the physical facilities of the club including maintaining a maintenance / replacement plan.

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Director of Facilities & Ice	<ul style="list-style-type: none"> ● Liaise with township on maintenance and upkeep of the HCC premises. ● Liaises with Ice Team Leader for standards and schedule regarding ice requirements. ● Manages personnel and/or contracts for ice-making and maintenance teams or third-parties.
Director of House	<ul style="list-style-type: none"> ● Provide leadership and oversight over kitchen, bar, rentals, and health and safety teams. ● Oversee the overall operation of the bar including the state of the facility equipment, Smart Serve certifications, profitability, and member experience. ● Oversee the overall operation of the kitchen to ensure quality control, sanitation, and safety standards and procedures are met. ● Lead the recruitment and operation of the Health and Safety Committee. ● Coordinate facility and ice rentals on behalf of the club.
Director of Communications	<ul style="list-style-type: none"> ● Communicate all upcoming programs and events to members. ● Leverage various forms of media to reach public for special events and enhancing the Club's profile in the community. ● Maintain up-to-date information on website and social media. ● Provide leadership and oversight to Ice Ads and other club sponsorship opportunities. ● Ensure IT support for website, digital communications, and club technology infrastructure.
Secretary	<ul style="list-style-type: none"> ● Ensure the proper recording and maintenance of minutes of all meetings of the Corporation, the Board and Board committees. ● Have custody of all minute books, documents, registers and the seal of the Corporation and ensure that they are maintained as required by law. ● Attend to correspondence on behalf of the Board. ● Manage the Board nomination and elections processes.
Treasurer	<ul style="list-style-type: none"> ● Have the custody of the funds and securities of the Club. ● Keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Club in the books belonging to the Club. ● Oversee the deposit of and reconcile all monies, Dues, income, securities and other valuable effects.

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Treasurer	<ul style="list-style-type: none">• Render an accounting of all the transactions and a statement of the financial position of the Club.
Past President	<ul style="list-style-type: none">• Provide input and advice based on his/her experience as President.