



British Columbia Archery Association

Job Descriptions

Updated March 2017 (draft)

**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 Archery Canada Representative.
- k) 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) Administration 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
- To the Membership at the AGM

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 upon Board approval (per bylaws)
- 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

Vice-President - Administration

The VP-Administration shall:

- a) Perform the duties of the President during the absence or inability of the President
- b) Maintain and update the Strategic Plan
- c) Oversee and guide the harassment complaints process

Budgets

The Administrative VP is responsible for the following budgets:

- General administrative items of the Association

All reasonable administrative expenses will be paid by the Society.

Meetings

The Administrative VP is expected to attend and participate in:

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

Reporting Responsibilities

- To the President bi-monthly, or to the Board at scheduled meetings, whichever occurs more frequently
- To the Membership at the AGM

Program Tasks

a) Leadership

- Give direction to and supervise committees under portfolio
- Present issues under portfolio to the Board

b) Planning

- Develop short and long term planning for areas under own portfolio

c) Development

- Initiate changes and updates to the Strategic Plan

c) Evaluation

- Annually assess progress 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

3D & Bowhunting Vice-President

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

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

Budgets

The 3D & 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.

Meetings

The 3D & Bowhunting VP is expected to attend and participate in:

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

Reporting Responsibilities

- To the President bi-monthly, or to the Board at scheduled meetings, whichever occurs more frequently
- To the Membership at the AGM

Program Tasks

- a) Leadership
 - Supervise recruiting, orientation and training of volunteers for committee positions
 - Give direction to and supervise committees under portfolio
 - Present issues under portfolio to Board
- b) Planning
 - Participate in planning seminar to develop short and long term planning
 - Establish clinic needs
- c) Development
 - Develop a network of IBEP clinicians in the province
 - Work with AC regarding 3D rule revisions
 - Establish a permanent (hunting) records book
 - Develop a 3D Tournament Guide
- d) Implementation
 - Ensure that bowhunters have access to the IBEP course
- e) Evaluation
 - Annually assess programs and results for the past year

Supervision Responsibilities

Overall operations and productivity of the BCAA committees in portfolio:

- IBEP
- Records (hunting)
- 3D 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

Vice-President - Technical

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

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

Budgets

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

- a) Coaching Chair
- b) Officials Chair

All reasonable administrative expenses will be paid by the Society.

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
- To the Membership at the AGM

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

Vice-President - Athlete Development

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

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

Budgets

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

- Junior Program Chair
- High Performance Training
- Athlete Assistance

All reasonable administrative expenses will be paid by the Society.

Meetings

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

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

Reporting

- To the President bi-monthly, or to the Board at scheduled meetings, whichever occurs more frequently
- To the Membership at the AGM

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 for athletes in the various programs of the portfolio

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 for committee positions

Vice-President - Finance

The VP Finance 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
- d) Disburse the funds of the Society under the direction of the Board of Directors, taking proper vouchers
- e) Lead the Board in the annual preparation of a Budget
- f) 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
- g) Have an official audit done on the society's books annually
- h) Send an audited statement, society paperwork, and payment to the Provincial government annually
- i) Print a financial statement for each Board Meeting, Executive Meeting, and the AGM
- j) Submit a financial information to viaSport for government reporting purposes
- 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 VP Finance 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
- b) Planning
 - Participate in planning committee to develop short and long term plans, including budgets
- c) Development
 - Assist in development of any grants
- d) Implementation
 - Accept fees, and deposit monies in a bank
 - Pay out expenses as required
- e) Evaluation
 - Annually assess programs and results for the past year
 - Assist in the summary reporting system of provincial grant monies

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

Director-at-Large

This Director shall be responsible for special projects which may arise. Some examples of past projects are:

- Guest Insurance policy
- Range Safety policy
- Purchase and outfit tournament trailer
- Sport Chair for the America's Masters Games

Assist other Directors with large projects, when requested.

Budgets

The Director-at-Large is responsible for monitoring expenditures of committees under his/her portfolio. All reasonable administrative expenses will be paid by the Society.

Meetings

Director-at-Large is expected to attend and participate in:

- BCAA Board Meetings
- BCAA Annual General Meeting (AGM)
- Any meetings with regard to Special Projects as decided/determined by the Board

Reporting Responsibilities

- To the President bi-monthly, or to the Board at scheduled meetings, whichever occurs more frequently
- To the Membership at the AGM

Program Tasks

a) Leadership

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

b) Planning

Participate in planning seminar to develop short and long term planning
Establish timelines and detailed budgets, if any, for Special Projects

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

Executive Director

Accountability

- Develop and maintain an ongoing work plan with the President of the BC Archery Association
- AGM, Board & Committee Meetings
 - Oversee the Implementation of the Strategic Plan, support those accountable with regard to timely delivery of Action Items
 - Co-ordinate, attend, record and maintain minutes for all BCAA AGM, Board meetings and selected Committee meetings
 - Submit a written quarterly report to the Board of Directors
 - Collect all committee meeting minutes and reports (when not in attendance)
 - Collect and compile all Director reports and documents for the AGM
- Reporting
 - Ensure all ViaSport, BC Registry Services, CRA, and associated reports and filings are completed and submitted on time

Communication

- Maintain timely ongoing communication with the President about project progress and issues
- Be the main point of contact for the Association from the general public, membership, NSO and Partner Organizations
- Communicate to and with the membership through email (membership@ or info@archery....)
- Respond professionally and with comprehensive explanations to email enquiries regarding information and services
- Distribute relevant national and provincial program information to BCAA membership
- Participate in conference calls with Member Clubs and Partner Organizations and disseminate information as required
- Attend local meetings with Partner Organizations (SportBC, ViaSport, etc.) as required
- Assist in managing pre- and post-event communications and promotion
- Monthly To The Point creation and distribution
- Maintain website and social media (through Webmaster where necessary)

Risk and Issues Management

- Develop, maintain and update BCAA policies and procedures
- Act as liaison for all policy procedures and issues as they arise
- Ensure compliance with Archery Canada contract, including the insurance requirements of the current insurer (for 2016 it is BFL)

Office Management and Administration

- Membership Registration
 - Accurate record keeping and invoicing of membership
 - Process membership registration within the province and with Archery Canada
 - Collection of Officials and Coaches designation information from Chairs responsible for those areas and record said information in membership register
- Maintain corporate documents and security of electronic documents
 - Reorganize and maintain electronic documents in DropBox
 - Add / delete users for folders in DropBox as necessary
 - Backup data on a periodic basis to maintain system integrity
- Consultants / Advisors
 - Retain the services of any consultants or advisors required for programs and services as needed (ie. Webmaster)

Fundraising: Sponsorships and Grants

- Research, prepare and submit applications for grants and sponsorships administered by such entities as the Gaming Association, ViaSport or any other funding agencies or opportunities
- Ensure compliance with administration of application of grants once awarded

Programs – in collaboration with appropriate Directors and Chairs

- Be available for out of province seminars, clinics or conferences as requested
- Assist Directors and Chairs with administrative aspects of their programs
- Assist Directors and Chairs to review and update, and create if necessary, the following general packages as required:
 - Registration: individual and club membership, event registration
 - Officials
 - Technical documentation
 - Para Archery Technical
 - LTAD, Skills

- BC Winter Games
- Canada Winter Games
- Provincial Teams attending Nationals
- Other programs as they arise and are developed
- Competitions and Events
 - Oversee setting of annual competition calendar
 - Maintain the annual Records for the BC Indoors and BC Outdoors Championships
 - Take on the responsibilities of the Tournament and Awards Chair
 - Ensure adequate inventory of Championship medals
 - Receive bid documents for all BC Championships
 - Maintain communication with Host Clubs after award of event
 - Assist Host Clubs where necessary
- Awards and Recognition
 - Develop and maintain new and current award criteria and assist with selection

Other

- Other related duties which may arise in the ordinary course of business, as reasonably agreed upon by both parties

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) Representing zone members for the BC Winter Games

Budgets

All reasonable administrative expenses will be paid by the Society.

Meetings

The Zone Directors are expected to attend and participate in:

- 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 Executive Director re: info required for government reporting and confirming details of membership
- To the Zone Membership as required
- To the Board

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

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 Executive Director

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 up-to-date graphics programs
 - Has knowledge and abilities to use Web building software such as Drupal and other CMS software
- 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 information to promote the BCAA, the sport of archery, and BCAA events – at the community provincial level
- b) Use partnership relationships with other governing sport organizations i.e. viaSport, Coaches Association of BC, Pacific Sport, and BC Games Society
- c) Use of Facebook, Twitter, and any other multimedia relationships to flow information thru / to
- d) coordinate, with Executive Director and Admin VP, written materials and undertake a range of activities including, but not limited to, events information dissemination, media releases, and multi-media flashes to promote the BCAA, the sport of archery, BCAA events and National events when in BC
- e) Identify and capitalize on collaborative opportunity, promotional and communication distribution with other organizations, like Pacific Sport, SportBC, viaSport
- f) Work with the Admin VP to identify volunteers, coaches, judges, and athletes for recognition
- g) Communicate with Zone Directors to identify information to be distributed regarding local activities

Budgets

All reasonable administrative expenses will be paid by the Society.

Meetings

Not required

Reporting

To the Executive Director, quarterly

Program Tasks

- a) Implementation
As described above
- b) 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
- i) Identify and recruit Learning Facilitators and Coach Evaluators

Budgets

All reasonable administrative expenses will be paid by the Society.

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 VP Technical before every Board meeting with a written report

Program Tasks

- a) Leadership
 - Communicate with VP Technical
- b) Planning
 - Participate in short and long term planning
- c) Development
 - Co-ordinate coaching clinics for candidates
 - Keep records and statistics of coaches
- c) Implementation
 - Communicate with active coaches to keep them informed on new coaching developments.
 - Communicate with Archery Canada 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.

Meetings

- As requested by the Board

Reporting

- To the VP Athlete Development as required

Program Tasks

a) Leadership

- Communicate with VP Athlete Development
- Communicate with club JOP Co-coordinators

b) Planning

- Participate in short and long term planning
- Plan a JOP brochure

c) Development

- Maintain the JOP Manual and send updates to the VP Athlete Development
- 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 Winter 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 VP Technical with a written report

Program Tasks

- a) Leadership
 - Communicate with judges and officials in the province
 - Communicate with VP Technical
- 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:

1. Ensure that an adequate inventory of BCAA Championship medals are available for the events
 - a. BC Indoor Championships
 - b. BC Outdoor Championships
 - c. BC 3D Championships
2. Receive bid documents for all BC Championships, including JOP Indoor & Outdoors
 - a. Review all received bid documents
 - b. Compile list of bids and prepare for submission to the Board
 - i. Review bids and ensure Clubs conform with requirements as set out in the Hosting Manual
 - ii. Make recommendation as to which club(s) should be awarded the event, list bids in order of recommendation
3. Maintain communication with Host Clubs and ensure all necessary documents are sent/received
 - a. Once the event has been awarded by the Board, send a Tournament Agreement to the Host Club. Ensure Tournament Agreement is received back from the Host Club within 30 days
 - b. Send Medal Request form to the Host Club and ensure receipt back at least 2 weeks prior to the event
 - c. Send requested medals to the Host Club in time for the event
 - d. Ensure any extra medals are returned to inventory after the event
4. Assist the Host Club with the following:
 - a. Review Organizing and Planning section of the Hosting Manual and offer assistance where necessary
 - b. Send copies of logos, scorecards, registration forms and registration/results software where possible
 - c. Arrange rental of BCAA Tournament Trailer, if needed by the Host Club
 - d. Notify the Judge Chair if the club needs assistance finding Judges
 - e. If the Host Club is unable to do so, and if the tournament qualifies, register the tournament with Archery Canada and/or World Archery

Budgets

All reasonable administrative expenses will be paid by the Society.

Meetings

As requested by the Board

Reporting

- To the VP Technical 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.

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 criteria for the selection of athletes supported by the BCAA
- b) Have criteria ratified by the Board in the February meeting
- c) Publish the criteria in the newsletter
- d) Collect scores, based on established criteria, from athletes for the compilation of statistics used in the selection processes of teams and Athletic Funding programs
- e) Maintain and publish appropriate shooting records of our competitors

Budgets

All reasonable administrative expenses will be paid by the Society.

Meetings

Board meetings as requested

Reporting

- To the Athlete Development VP as required for Team Selection
- To the President as required
- To the High Performance Funding Chair

Program Tasks

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

Supervision Responsibilities

- Monitor High Performance Funding 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 VP – 3D & Bowhunting as required

Program Tasks

a) Leadership

Communicate with the VP – 3D & Bowhunting as required
Communicate with the International IBEP Chair and the National IBEP Chair and copy all correspondence to the VP – 3D & Bowhunting

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:

- a) Establish a team to organize and run the BC Games Archery event
- b) Work with the local Games Society to establish committees to organize each aspect of the event
- c) Work with the BCAA Provincial Advisor to the Games
- d) 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
- 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

Para Athlete Chair

The Para Athlete Chair shall:

- a) Communicate with government agencies and relevant sport associations regarding para athlete issues
- b) Assess clubs' needs for provisions for para athletes

Budgets

All reasonable administrative expenses will be paid by the Society.

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 para athletes
 - Communicate policies
- b) Planning
 - Communicate with clubs to monitor facility needs
- c) Development
 - Work with Technical VP and Athlete Development VP to organize clinics
- d) Implementation
 - Establish/maintain a BCAA policy for para 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 VP Technical as required

Program Tasks

- a) Leadership
Communicate with VP Technical 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
- 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

Archery Canada Representative

The Archery Canada Representative (Provincial Director) shall:

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

Budgets

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

Meetings

- BCAA Board meetings as requested
- Archery Canada AGM and/or teleconferences as requested

Reporting

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

Submit Archery Canada Board report to the Executive Director of the Archery Canada.

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

Program Tasks

a) Leadership

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

b) Planning

Provide input to Archery Canada's plans

b) Development

Those related to own committee involvement

d) Implementation

Improve communication between Archery Canada and BC
Improve PSO's knowledge of Archery Canada'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 VP Athlete Development

Program Tasks

- a) Leadership
 - Communicate with VP Athlete Development
 - 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 role of the Athlete Representative is as a spokesperson for high performance archers in the province, ensuring their views, comments and opinions reach the BC Archery Board and Athlete Development committee.

The Athlete Representative shall:

1. Act as an ombudsman on behalf of the athletes
 - a. Communicate with high performance archers, coaches and BC Archery membership in general
2. Correspond with the Archery Canada Athlete Representative to establish an improved line of communication between the athletes, the BCAA, and AC
3. Attend meetings as required or as requested by the Board
4. Submit an annual report to the Board for presentation at the AGM
5. Report to / communicate with the Executive Director to ensure that athlete comments/concerns are directed to the appropriate directors/chairs

Budgets

All reasonable administrative expenses will be paid by the Society.

Meetings

As requested by the Board

Reporting

- To the Executive Director as required
- To the Board as required

Program Tasks

a) Leadership

Communicate with Executive Director

Communicate with the appropriate Provincial Government personnel

Communicate with the Athlete Representative of Archery Canada

b) 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

High Performance Funding Chair

The High Performance Funding Chair shall:

- a) Work with the Committee to develop criteria for the selection of athletes for the program
- b) Have criteria ratified by the Board in the February meeting
- c) Publish the criteria in the newsletter
- d) Communicate with the Team Selection Chair 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.

Meetings

The High Performance Funding Chair is expected to attend and participate in:

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

Reporting

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

Program Tasks

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

Supervision Responsibilities

- Monitor High Performance Funding candidates

Performance Review System

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