



柔

JUDO
ONTARIO

VOLUNTEER JOB DESCRIPTIONS (OCTOBER 2014)

道

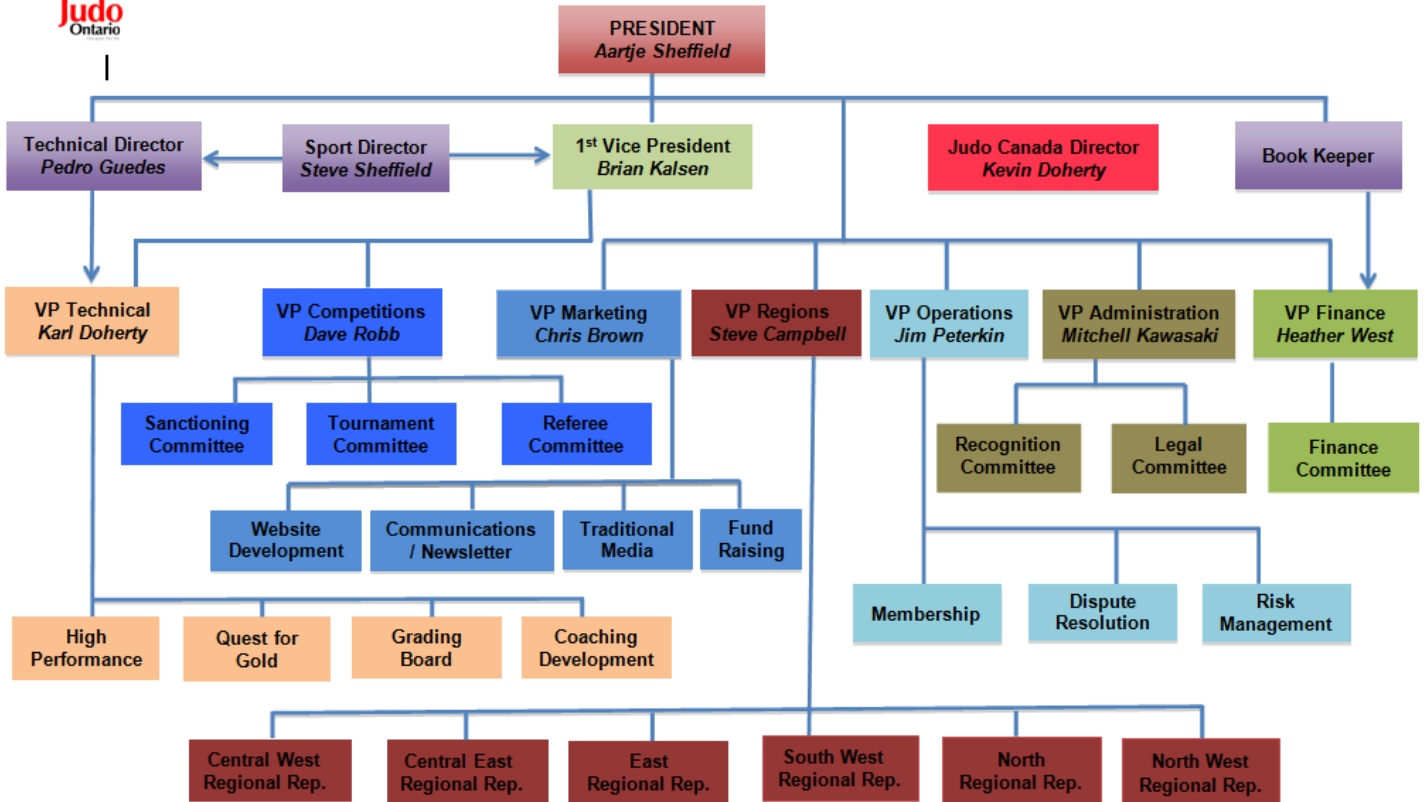


Judo Ontario

Volunteer Job Descriptions



JUDO ONTARIO ORGANIZATIONAL CHART 2014-2015



Amended on October 25, 2014



Judo Ontario

Volunteer Job Descriptions

Job Description for Finance Committee Members

Duration of Term: 2 years

Role and Purpose of Position:

Support the Vice-President of Finance with the ongoing governance on the care and custody of all funds and securities of Judo Ontario. Assist in the review and assessment of existing policies. Ensuring that there is sufficient and up to date policies in place to provide the appropriate oversight and governance within the processes. Assist in the development of an ongoing budgeting and planning process to manage the financial position of Judo Ontario. Assist with other projects as identified by the committee.

Duties and Responsibilities:

- Establish a budget for current year and forward looking for the next two years including Profit and Loss, Balance sheet and Cash flow projections;
- Review chart of accounts to assess appropriateness of current accounts and make recommendations on potential new structure of accounts;
- Review current process for allocating specific costs to “projects” and make recommendations on methods to streamline and create visibility to report by “project”;
- Review existing policies and make recommendations for changes;
- Review existing policies to identify any gaps or overlap that need to be addressed;
- Assist in the drafting or updating of policies as required

Qualifications:

- CPA-CGA, CPA-CA, CPA-CMA designation, or similar education
- Related work experience of 5 years or more
- Experience with budgeting process
- Experience with writing and reviewing policies
- Excellent written skills
- Team player
- Experience with non-profit is an asset
- Must be a member in good standing with Judo Ontario

➤ *Reports to the Vice-President of Finance*



Judo Ontario

Volunteer Job Descriptions

Job Description for Chair and Members of the Membership Committee

Duration of Term: 2 years

Role and Purpose of Position:

To ensure that the needs of Judo Ontario members are satisfied. There are two (2) primary focuses of this position: 1) membership recruitment and 2) membership retention.

Duties and Responsibilities:

- representing the interests of membership at the marketing table;
- providing and facilitating a forum for the President and Vice-Presidents at regional events;
- instilling in the members of the Judo Ontario Board an awareness of their relationship to the organization's membership, the regions, and the club owners and operators;
- developing plans to attract new Judo Ontario members and retain existing ones;
- planning and implementing programs in the area of Judo Ontario membership growth and retention;
- working in co-ordination with other Judo Ontario executives on membership growth and retention plans;
- visiting and/or maintaining regular contact with Judo Club owners and operators to promote membership growth and retention programs;
- lead and monitor membership recruitment efforts;
- lead and monitor membership retention efforts;
- leading membership programs as required;
- maintaining comprehensive records and forwarding materials to Judo Ontario head office.

Qualifications:

- experience and interest in communications, etc.
- a genuine sense of caring and desire to support Judo Ontario and its work efforts;
- able to plan and solve problems;
- able to be a leader, team player and to facilitate and mobilize support from all around;
- able to meet deadlines;
- must be a member of Judo Ontario in good standing.

➤ *Reports to the Vice-President of Operations*



Judo Ontario

Volunteer Job Descriptions

Job Description for Coaching Development Chair (NCCP)

Duration of Term: 2 years

Role and Purpose of Position:

To oversee all programs planned and implemented by the Coaching Development Committee (NCCP).

Duties and Responsibilities:

- identifying and providing learning opportunities to all dojos and instructors of all levels;
- completing reports in a timely manner.

Qualifications:

- ideal candidate will have NCCP level 3 or higher;
- must be familiar with the planning and implementation of NCCP courses;
- strong organizational and good computer skills;
- good team leader and willing to work with others;
- must be a member of Judo Ontario in good standing.

➤ *Reports to the Vice-President of Technical.*



Judo Ontario

Volunteer Job Descriptions

Job Description for Grading Board Chair

Duration of Term: 2 years

Role and Purpose of Position:

To oversee all grading Board activities including kata clinics and grading clinics.

Duties and Responsibilities:

- following the directive of the Judo Ontario Executive in the delivery of grading examinations and clinics as required by the membership;
- standardizing the grading process and criteria across the province;
- outlining the guidelines for gradings to be presented to the Board for ratification;
- providing leadership to the Grading Board Committee;
- providing learning opportunities to potential grading candidates and dojo shu's through clinics and seminars.

Qualifications:

- ideal candidate will have a minimum rank of 7th Dan;
- knowledge of all requirements needed for grading, including all katas and the Judo Canada Grading Syllabus;
- the ability to work well in a team environment;
- excellent communication skills;
- must be a member of Judo Ontario in good standing.

➤ *Reports to the Vice-President of Technical.*



Judo Ontario

Volunteer Job Descriptions

Job Description for Dispute Resolution and Disciplinary Chair and Committee Members

Duration of Term: 2 years

Role and Purpose of Position:

To oversee Judo Ontario's commitment to providing a sport and work environment that promotes equal opportunities and prohibits discriminatory policies. It is the policy of Judo Ontario that there be no harassment, abuse or bullying of any member or participant in any of its programs.

Duties and Responsibilities:

- investigating and when necessary conducting dispute resolution and discipline hearings in accordance with Judo Ontario's policies relating to Conduct, Discipline and Disputes.

Qualifications:

- must be a member of Judo Ontario in good standing;
- previous experience with risk management and dispute resolution;
- able to work with other team members;

➤ *Reports to the Vice-President of Operations.*



Judo Ontario

Volunteer Job Descriptions

Job Description for Risk Management Chair

Duration of Term: 2 years

Role and Purpose of Position:

The Risk Management Committee Chair will be responsible for the identification, and assessment of risks followed by the implementation of practices and policies to minimize, monitor, and control the impact of unfortunate events.

Duties and Responsibilities:

- Reviewing, managing and implementing the Judo Ontario risk management policies.

Qualifications:

- must be a member of Judo Ontario in good standing;
- previous experience with risk management;
- able to work with other team members;

➤ *Reports to the Vice-President of Operations.*



Judo Ontario

Volunteer Job Descriptions

Job Description for Sanctioning Chair

Duration of Term: 1 year

Role and Purpose of Position:

To overseeing all matters pertaining to the sanctioning of shiais, camps, and clinics held in Ontario.

Duties and Responsibilities:

- reviewing all applications for sanctioned events;
- where deficiencies occur in the application, informing the applicant and insisting that the required changes be made;
- monitoring the scheduling of events such that there is a minimum of two weeks between events;
- approving applications which comply with the rules set down in the sanctioning document and that promote judo in Ontario;
- being responsible for an annual review of sanctioning policies regarding these events;
- overseeing the updating of and the publication of the sanctioning document.

Qualifications:

- must be a member of Judo Ontario in good standing;
- familiar with the current sanctioning policies in effect in Ontario;
- be able to work with outside agencies, where necessary, to modify existing or to develop new policies that address concerns arising from the hosting of shiais, camps and clinics.

➤ *Reports to the Vice-President of Competitions.*



Judo Ontario

Volunteer Job Descriptions

Job Description for Tournament Committee Chair

Duration of Term: 1 year

Role and Purpose of Position:

The chair of this committee is to oversee the preparation of Judo Ontario sponsored tournaments.

Duties and Responsibilities:

- This person will have an active role in gathering volunteers for tournaments, finding resources and managing all aspects of the preparation for Judo Ontario sponsored tournaments.
- This person will have an active role in gathering volunteers for tournaments, finding resources and managing all aspects of the preparation for Judo Ontario sponsored tournaments.
- This person will form subcommittees responsible for specific areas of tournament preparation and will oversee such committees.
- This person will assist in the preparation the budgets for each event.

Qualifications:

- must be a member of Judo Ontario in good standing;
- Knowledgeable about the site size and facilities necessary to host international and provincial tournaments.
- Some experience in the organization of tournaments

➤ *Reports to the Vice-President of Competitions.*



Judo Ontario

Volunteer Job Descriptions

Job Description for Chair of the Recognition Committee

Duration of Term: 1 year

Role and Purpose of Position:

It shall be the duty of the Recognition Committee to Periodically review and discuss practices for building a pool of nominees. Examine lists of nominees, short-lists of nominees, and winners of awards for historical patterns with an eye towards gender or other under-represented groups.

The Recognition Committee will periodically review the description and guidelines for the award. Particular attention should be paid to the language used to describe the award -- e.g., are the words used associated more often with males than females? -- as well as restrictions that could disproportionately affect certain groups-- e.g., do age limits affect women who take time off to raise a family? For suggested changes, make recommendations to the Council on Prizes and Awards.

Duties and Responsibilities:

- Oversee the recognition committee
- To follow recognition committee guidelines in order to recognize outstanding results or contributions in Judo Ontario

Qualifications:

- must be a member of Judo Ontario in good standing;

➤ *Reports to the Vice President of Administration*



Judo Ontario

Volunteer Job Descriptions

Job Description for Chair of Website Development

Duration of Term: 1 year

Role and Purpose of Position:

To ensure that the website of Judo Ontario effectively and efficiently serves the key stakeholders of Judo Ontario. Stakeholders include, but are not limited to, Judo Ontario Board members, Judo Ontario vice-presidents, Judo Ontario committee chairs, regional representatives, club owners and operators, Judo Ontario members, Judo Ontario suppliers and contributors.

Duties and Responsibilities:

- initiating the team members with their individual contributions to the website;
- ensuring the website can meet all stakeholders needs where appropriate;
- recruiting appropriate team members to develop a support plan and support materials
- create and implement a website quality assurance program
- creating and maintaining a feedback program to inform website experience development
- being creative in enhancing Judo Ontario's website experience;
- maintaining comprehensive records and forwarding materials to Judo Ontario head office;
- working with the VP Marketing to do the following:
 - improve the look and feel of the Judo Ontario website;
 - increase functionality as directed by the Vice-President of Marketing;
 - research tools that will facilitate engagement of Judo Ontario members;
 - investigate new opportunities that will enhance website experience.

Qualifications:

- experience and interest in website development and/or management, etc.;
- academic training in website development and/or management, computer science, or an equivalent amount of education or experience;
- a genuine sense of caring and desire to support Judo Ontario and its work efforts;
- experience in developing, implementing and/or operating a website;
- able to plan and solve problems;
- able to be a leader, team player and to facilitate and mobilize support from all around;
- well-developed influencing, negotiating and sales skills;
- able to meet deadlines;
- must be a member of Judo Ontario in good standing.

➤ *Reports to the Vice-President of Marketing and Promotion.*



Judo Ontario

Volunteer Job Descriptions

Job Description for Chair of Fundraising

Duration of Term: 1 year

Role and Purpose of Position:

To increase the contributions of individuals and groups to Judo Ontario by building relationships and exploring new fundraising opportunities. A key success factor is to develop and implement a campaign to increase opportunities for sustained operational funding of Judo Ontario. A unifying feature of the fundraising role is to build successful relationships with supporters, so the ability to network is crucial. Fundraisers also work to raise awareness of Judo Ontario's work, aims and goals.

Duties and Responsibilities:

- recruiting, organizing and managing volunteers to fulfill various functions within the Fundraising Committee;
- motivating and facilitating supporters to maximize the funds they raise;
- inspiring new supporters to raise money, while maintaining and developing relationships with existing supporters;
- developing new and imaginative fundraising activities, many of which will be event-based;
- raising awareness of Judo Ontario, its work, and how the funds will contribute to the benefit of Judo Ontario and its members;
- managing and updating databases to record funding sources contacts and preference information;
- preparing ongoing correspondence to the vice-presidents of Judo Ontario;
- reviewing and evaluating all current fundraising initiatives including grants and events;
- working with the VP Marketing and VP Finance to establish funding priorities and to develop an integrated work plan to meet these priorities;
- developing grant and fundraising proposals and applications;
- ensuring that all reporting requirements are met.

Qualifications:

- experience in raising funds for non-profit organizations from government and non-government sources;
- a genuine sense of caring and desire to support Judo Ontario and its work efforts;
- experience in developing, implementing and/or operating successful fundraising campaigns;
- able to be a leader, team player and to facilitate and mobilize support from all around;
- well-developed influencing, negotiating and sales skills;
- must be a member of Judo Ontario in good standing.



Judo Ontario

Volunteer Job Descriptions

➤ *Reports to the Vice-President of Marketing and Promotion.*

Job Description for Chair of Traditional Media

Duration of Term: 1 year

Role and Purpose of Position:

To ensure traditional forms of cover Judo Ontario sanctioned events and other important happenings to promote awareness of the sport of Judo in Ontario.

Duties and Responsibilities:

- developing and maintaining relationships with traditional media outlets
- proactively monitor the Judo Ontario events calendar and contact event organizers to gather information for media coverage needs
- respond to requests for media coverage support from members of Judo Ontario
- preparing media briefs and contacting media appropriate media outlets to arrange for pre and/or post event coverage
- work with event directors and being a point of contact for media covering Judo Ontario sanctioned events
- being a member (or appointing a member) of the social media committee responsible for highlighting media coverage to enhance the impact and longevity of traditional media coverage
- recruiting and developing committee members capabilities
- maintaining comprehensive records and forwarding materials to Judo Ontario head office.

Qualifications:

- experience and developing relationships with traditional media outlets
- a genuine sense of caring and desire to support Judo Ontario and its work efforts;
- able to plan and solve problems;
- able to be a leader, team player and to facilitate and mobilize support from all around;
- well-developed influencing, negotiating and sales skills;
- able to meet deadlines;
- must be a member of Judo Ontario in good standing.

➤ *Reports to the Vice-President of Marketing and Promotion.*



Judo Ontario

Volunteer Job Descriptions

Job Description for Chair of Communications/Newsletter

Duration of Term: 1 year

Role and Purpose of Position:

To enhance the communications of Judo Ontario and its membership including club owners and operators.

Duties and Responsibilities:

- Create, maintain, and share an overall communications plan with input from all VPs
- Ensuring execution of the communications plan by appropriate committee members
- overseeing the management and production of a bi-annual Judo Ontario newsletter;
- recruiting members to participate in a subcommittee made up of social media content providers, e-mail, and website (traditional media, athlete promotion, Association News, E-mail Marketing);
- overseeing moderation of the Judo Ontario Facebook Group
- cultivating other sources of contribution for the Judo Ontario newsletter;
- working with appropriate VPs/Committees to discuss content and develop ideas for articles and feature article; staff will gather and/or write the articles;
- obtaining articles and images from staff and other contributors or links to web pages if the article is already on our web page;
- sending final versions of appropriate articles and images to the web-person for inclusion on our website;
- sending final version of newsletter to the VP Marketing and possibly other staff for approval;

Qualifications:

- experience and interest in communications, etc.;
- a genuine sense of caring and desire to support Judo Ontario and its work efforts;
- experience in developing, implementing and/or managing a newsletter;
- able to plan and solve problems;
- able to be leader, team player and to facilitate and mobilize support from all around;
- well-developed influencing, negotiating and sales skills;
- able to meet deadlines;
- must be a member of Judo Ontario in good standing.

➤ *Reports to the Vice-President of Marketing and Promotion.*