



## **JOB DESCRIPTION**

### **1<sup>st</sup> Vice-President**

#### **GENERAL**

The 1<sup>st</sup> Vice-President is the second in command of the organization and is responsible for three critical activities: Operations, Technical and Competitions.

The position must address policies, procedures, and budgetary items as well as oversee committees related to his/her area of responsibility. The 1<sup>st</sup> Vice-President is allowed to act within these policies, procedures and approved projects without review by the board of directors but may not act without the board's approval when the currently approved process does not adequately cover the specifics of the new event. The 1<sup>st</sup> Vice-President may propose changes to policies, procedures, committee structure and budgetary re-assignment to address new conditions. Once approved, the new policy, procedure, committee structure, project or budgetary assignment is then the 1<sup>st</sup> Vice-President's to act upon without review.

The 1<sup>st</sup> Vice-President may also delegate some of his/her duties to the appropriate committees for action within the approved structure. In all cases regular reports are required to the board that must include minutes of meetings, planned expenditures and status of their area of responsibility. The minimum frequency is quarterly to match the organization's fiscal year.

#### **RESPONSIBILITY**

The 1<sup>st</sup> Vice-President is responsible for overseeing the activities of the Vice-President Operations, the Vice-President Technical, and the Vice-President Competitions.

This position will perform such duties as assigned by the board or delegated by the President. In the absence of the President, this position will perform the duties and exercise the powers of the President.

#### **DIRECT REPORTS**

Positions reporting directly to the 1<sup>st</sup> Vice-President are:

- V P Operations
- VP Technical
- VP Competitions

#### **REPORTS TO**

This position reports directly to the President and indirectly to the board of directors, as well as attends all board meetings as a voting member.

#### **REQUIREMENTS**

- Strong team leadership and communication skills
- Outstanding interpersonal skills
- Effective process and follow-up skills
- Previously held positions of office in every area of Judo Ontario
- Extensive Sports Management background and related experience
- Must be a full member of Judo Ontario and a Yudansha



## **JOB DESCRIPTION**

### **VP Administration**

#### **GENERAL**

The VP of Administration is responsible for the record keeping of the organization's decision-making process. Minutes of meetings constitute the only valid proof of a committee or board meeting.

The position must address policies, procedures, and budgetary items as well as oversee committees related to his/her area of responsibility. The VP Administration is allowed to act within these policies, procedures and approved projects without review by the board of directors but may not act without the board's approval when the currently approved process does not adequately cover the specifics of the new event. The VP Administration may propose changes to policies, procedures, committee structure and budgetary re-assignment to address new conditions. Once approved, the new policy, procedure, committee structure, project or budgetary assignment is then the VP Administration's to act upon without review.

The VP Administration may also delegate some of his/her duties to the appropriate committees for action within the approved structure. In all cases regular reports are required to the board that must include minutes of meetings, planned expenditures and status of their area of responsibility. The minimum frequency is quarterly to match the organization's fiscal year.

#### **RESPONSIBILITY**

The VP Administration is responsible for giving notice and recording of minutes of all meetings of the Board, Executive Committee and Members. This position is the custodian of Judo Ontario's corporate seal and of all books, papers, records, correspondence, contracts and other documents, except when another officer has been appointed for that purpose. The operation of Judo Ontario's Head Office is also within the responsibilities of the VP Administration.

#### **DIRECT REPORTS**

All committee chairs must provide minutes of their meeting to the VP of Administration as part of their regular activities.

Positions reporting directly to the VP of Administration are:

- Legal Committee
- Recognition

#### **REPORTS TO**

The VP of Administration reports directly to the President and indirectly to the board.

#### **REQUIREMENTS**

- Good organizational skills
- Excellent written communications skills
- Must be a full member of Judo Ontario and a Yudansha



## **JOB DESCRIPTION**

### **VP Marketing**

#### **GENERAL**

Marketing is the process by which Judo Ontario determines what services may be of interest to existing and potential members. The marketing process is used to identify, to keep, and to satisfy members. The Vice President of Marketing and Promotion creates avenues in which to promote the overall visibility of Judo Ontario and its events.

The position must address policies, procedures, and budgetary items as well as oversee committees related to his/her area of responsibility. The VP Marketing is allowed to act within these policies, procedures and approved projects without review by the board of directors but may not act without the board's approval when the currently approved process does not adequately cover the specifics of the new event. The VP Marketing may propose changes to policies, procedures, committee structure and budgetary re-assignment to address new conditions. Once approved, the new policy, procedure, committee structure, project or budgetary assignment is then the VP Marketing's to act upon without review.

The VP Marketing may also delegate some of his/her duties to the appropriate committees for action within the approved structure. In all cases regular reports are required to the board that must include minutes of meetings, planned expenditures and status of their area of responsibility. The minimum frequency is quarterly to match the organization's fiscal year.

#### **RESPONSIBILITY**

- Develop a detailed marketing strategy for Judo Ontario
- Re-assess and modify the effectiveness of the marketing plan on a regular basis
- Direct and assist with the programs of the Membership/Promotions committee
- Control the content of the Newsletter and Website
- Directly supervise and assist with projects undertaken by the Fundraising Committee
- Act as a consultant to the president and the executive in preparation for public statements

#### **DIRECT REPORTS**

Positions reporting directly to the VP of Administration are:

- Website
- Sport Promotion
- Media
- Fundraising

#### **REPORTS TO**

This position reports directly to the President and indirectly to the board of directors, as well as attends all board meetings as a voting member

#### **REQUIREMENTS**

- A solid passion for and sound knowledge of the sport of judo
- Strong computer and communication skills
- Ability to communicate persuasively and enthusiastically on the subject of judo
- Exceptional ability to establish effective personal relationships
- Broad liberal arts background
- Experience in related occupations (public relations, advertising, marketing, promotions etc.)
- Must be a full member of Judo Ontario and a Yudansha



## **JOB DESCRIPTION**

### **VP Competitions**

#### **GENERAL**

The Vice-President of Competitions manages and co-ordinates a team of people in order to plan and implement high quality competitions. Their goal is to increase the number of competitors and increase the quality and quantity of competitions.

The position must address policies, procedures, and budgetary items as well as oversee committees related to his/her area of responsibility. The VP Competitions is allowed to act within these policies, procedures and approved projects without review by the board of directors but may not act without the board's approval when the currently approved process does not adequately cover the specifics of the new event. The VP Competitions may propose changes to policies, procedures, committee structure and budgetary re-assignment to address new conditions. Once approved, the new policy, procedure, committee structure, project or budgetary assignment is then the VP Competitions' to act upon without review.

The VP Competitions may also delegate some of his/her duties to the appropriate committees for action within the approved structure. In all cases regular reports are required to the board that must include minutes of meetings, planned expenditures and status of their area of responsibility. The minimum frequency is quarterly to match the organization's fiscal year.

#### **RESPONSIBILITY**

The Vice-President Competitions shall be responsible for event management including but not limited to:

- Producing and managing a schedule of all judo tournaments in the calendar according to the Event Management policies
- Management of sanction applications and information flyers to ensure compliance with sanction policies
- Quality assurance review of events
- Liaise with Judo Canada in regards to sanction policies,
- Review and evaluate Judo Ontario sanction event policies at least annually,
- Ensure Judo Ontario sanction policies meet government rules to maintain Judo Ontario as the governing body for Judo in Ontario
- Any other duties related to competitions.

#### **DIRECT REPORTS**

- Referee Committee Chair
- Tournament Committee Chair
- Sanctioning Committee Chair

#### **REPORTS TO**

This position reports directly to the 1<sup>st</sup> Vice-President and indirectly to the board of directors.

#### **REQUIREMENTS**

- Must attend all Judo Ontario board meetings as a voting member.
- Excellent communication and interpersonal skills and the ability to motivate, enthuse, persuade.
- Excellent organizational, planning and administrative skills.
- Ability to positively support change, innovation and improvements.
- Strong team player.
- Experience organizing and operating a judo tournament as a tournament director, tournament organizer or any related function is desirable but not required.
- Familiar with NSO/PSO tournament and sanction rules.
- Must be a full member of Judo Ontario and a Yudansha.