



## **JOB DESCRIPTION**

### **President**

#### **GENERAL**

The President shall be the chief executive officer of Judo Ontario and shall be charged with the general supervision of its affairs and operations.

The position must address policies, procedures and budgetary items as well as oversee committees related to his/her area of responsibility. The 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 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 President's to act upon without review.

The 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 President shall preside at all meetings of the board, executive committee, and members. He/She shall be an ex-officio member of all standing committees.

#### **DIRECT REPORTS**

The 1st Vice President, VP Finance, VP Administration, VP Marketing, VP Operations and VP Regions report directly to the President.

#### **REPORTS TO**

The President will exercise powers and perform duties as prescribed by the board and the constitution, 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 has held a position of office on the Board of Directors of Judo Ontario.
- Extensive Sports Management background and related experience
- Must be a full member of Judo Ontario and a Yudansha
- Must have volunteered in other capacities for Judo Ontario



## **JOB DESCRIPTION**

### **VP Finance**

#### **GENERAL**

The VP of Finance shall have the care and custody of all funds and securities of Judo Ontario. The VP Finance may not chair any committee other than the finance committee because of the possible appearance of a conflict of interest.

The position must address policies, procedures, and budgetary items as well as oversee committees related to his/her area of responsibility. The VP Finance 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 Finance 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 Finance's to act upon without review.

The VP Finance 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 Finance is responsible for all financial information of the organization including:

- Preparation of an annual budget to reflect the current goals, projects and interests of the organization for the current year.
- Making bank deposits or investments as directed by the board or established policy.
- Ensure that proper accounting records are kept for the organization that complies with the related regulations (Corporations Act).
- Regularly report financial status of the organization-comparing budget against actual spending.
- Regularly report to every committee chair of financial activities within their committee's budget.
- Recommend and manage financial policies to ensure traceable expenditures according to Generally Accepted Accounting Practice (GAAP).
- Track special project funding according to the conditions of the funding contract.

#### **DIRECT REPORTS:**

The committees or volunteers involved in the areas of Accounting, Budget, Disbursements and Grants report directly to the VP of Finance. All expenditures must be reported to the VP of Finance to ensure complete financial records.

#### **REPORTS TO**

The VP Finance reports directly to the President and indirectly to the board

#### **REQUIREMENTS**

- Extensive Financial Management background and related experience (Preferably from within a Non-Profit Organization)
- Must be a full member of Judo Ontario



## **JOB DESCRIPTION**

### **VP Operations**

#### **GENERAL**

The VP of Operations is responsible for membership services, risk management, dispute resolution, disciplinary hearings and the prevention of possible liabilities.

So the Vice-President Operations must try to reduce the possibility of lawsuits against the organization and its protection through the use of insurance or the application of policies and procedures.

The position must address policies, procedures, and budgetary items as well as oversee committees related to his/her area of responsibility. The VP Operations 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 Operations 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 Operations' to act upon without review.

The VP Operations 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**

This position is responsible for the administration of all items related to the risk management of the organization. These include:

- Membership Committee
- Dispute Resolution
- Risk Management

#### **DIRECT REPORTS**

The committee and volunteers involved in the areas of membership and all areas relating to risk management.

#### **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**

- Excellent negotiating capabilities
- Must be a full member of Judo Ontario and a Yudansha



## **JOB DESCRIPTION**

### **VP Technical**

#### **GENERAL**

The Vice-President of Technical is the technical authority for Judo Ontario. This includes interpreting the development plans presented by Judo Canada for implementation in Ontario as well as striving to develop clubs' abilities to deliver the best quality product to Judo Ontario members.

The position must address policies, procedures, and budgetary items as well as oversee committees related to his/her area of responsibility. The VP Technical 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 Technical 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 Technical's to act upon without review.

The VP Technical 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 Technical shall be an ex-officio member of the Grading Board the High Performance Committee, the Quest for Gold Committee and the Coaching Development Committee, and shall be responsible for the development of the technical side of judo in the province including:

- Curriculum management and Grading's
- Kata development
- High performance coaching methods and youth development
- Direction and assistance with the programs of the coaching, grading, and athletics
- Direct supervision of and assistance with projects undertaken by the by such Committees
- Act as a consultant to the president and the executive in preparation of organizing reports, events, and other requirements.

#### **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**

- Exceptional ability to establish effective personal relationships
- Must be a full member of Judo Ontario and hold the Judo rank of Nidan or higher.
- Dojo Instructor (NCCP level 2/CBet B) minimum or Provincial "A" referee
- Experienced with team selection criteria
- Solid knowledge of Athletes' Handbook
- Good understanding of the Long Term Athlete Development Model (LTAD)



## **JOB DESCRIPTION**

### **VP Regions**

#### **GENERAL**

The Vice President of Regions ensures that all regional initiatives are presented to the board and are positioned for success. The matters handled by the position will be presented from every area of the province, which will demand a broadminded, perceptive approach. Although certain issues brought forward may not consistently be of importance to the majority of the six provincial regions, their significance must be acknowledged and addressed. The mandate of the position is to assure balanced representation for every member of Judo Ontario.

The position must address policies, procedures, and budgetary items as well as oversee committees related to his/her area of responsibility. The VP Regions 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 Regions 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 Regions' to act upon without review.

The VP Regions 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 Regions creates transparency for regional programs through regular status reporting to the Board and to the regions. The position is responsible to act as the liaison between the regional and provincial levels of Judo Ontario.

#### **DIRECT REPORTS**

Each Regional Representative will report all regional matters and/or concerns to the VP of Regions. The position is selected by the six Regional Representatives as opposed to being voted in by the membership.

#### **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
- Ability to collaboratively lead across organizational boundaries
- Outstanding interpersonal skills
- Effective process, and follow-up skills
- General management experience
- Must be a full member of Judo Ontario and a Yudansha



## **JOB DESCRIPTION**

### **Judo Canada Director (Ontario)**



#### **GENERAL**

The Judo Canada Director sits on the Judo Canada Board of Directors as a voting member and must attend all Judo Canada Board Meetings. The Judo Canada Director for Ontario will receive all minutes of the Judo Ontario meetings and can attend Judo Ontario meetings if they wish.

#### **RESPONSIBILITY**

The Judo Canada Director for Ontario is responsible for attending all National and a minimum of three Provincial board meetings per year and is welcome to attend all and to keep both parties informed. The position is responsible to act as the liaison between the provincial and national boards. Within seven days following a National Board meeting, the Judo Canada Director – Ontario must report to the President of Judo Ontario any information that provincial associations need to be informed of or act upon.

#### **DIRECT REPORTS**

The Judo Canada Director for Ontario reports to the National Board of Directors.

#### **REPORTS TO**

This position reports directly to the National Board of Directors. The Judo Canada Director for Ontario is welcome to attend all Judo Ontario board meetings as a non-voting member.

#### **REQUIREMENTS**

See Judo Canada's Terms and Reference and Job Description for Judo Canada Directors.