

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, committees and budgetary items related to their 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 approved process does not adequately cover the specifics of the new event. The President may present 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 are then the President's to act upon without review. The President may also delegate some of these duties to the various 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 shall be an ex-officio member of all standing committees.

As long as Judo Ontario has the prerogative to appoint a Judo Canada councilor, in addition to a Judo Canada Vice President, the fulfilling of the position of Judo Canada National Councilor will be the duty of the President. He shall perform all duties incident to his office.

DIRECT REPORTS:

The 1st Vice President, Secretary General, VP Marketing, Treasurer, 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.

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

TREASURER

GENERAL:

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

The position must address policies, procedures, committees and budgetary items related to their area of responsibility. The Treasurer 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 approved process does not adequately cover the specifics of the new event. The Treasurer may present 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 are then the Treasurer's to act upon without review. The Treasurer may also delegate some of these duties to the various 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 Treasurer 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 comply 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 Treasurer. All expenditures must be reported to the Treasurer to ensure complete financial records.

REPORTS TO:

The treasurer reports directly to the 1st Vice 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

VICE PRESIDENT - 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 6 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, committees and budgetary items related to their area of responsibility. The 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 approved process does not adequately cover the specifics of the new event. The vice-president may present 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 are then the vice-president's to act upon without review. The vice-president may also delegate some of these duties to the various 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 of 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 Vice President 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

VICE-PRESIDENT - OPERATIONS

GENERAL:

The Operations area is related to the management of risks, disputes and the prevention of possible liabilities related to these. So the vice-president operations must try to reduce the possibility of lawsuits against the organization and its protection by the use of insurance or the application of policies and procedures.

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RESPONSIBILITY:

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

- Insurance
- Police records checks
- Disciplinary hearings
- Appeals hearings
- Dispute resolution

DIRECT REPORTS:

Current committees that report to this position include the risk management committee.

REPORTS TO:

This position reports directly to the 1st vice-president and indirectly to the board of directors.

REQUIREMENTS:

- Excellent negotiating capabilities
- Some knowledge of law related to sports related disputes and tort,
- Some knowledge of insurance terminology and methods
- Must be a full member of Judo Ontario and a Yudansha

JOB DESCRIPTION

VICE PRESIDENT - TECHNICAL

GENERAL:

The Vice-President - 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, committees and budgetary items related to their area of responsibility. The 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 approved process does not adequately cover the specifics of the new event. The vice-president may present 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 are then the vice-president's to act upon without review. The vice-president may also delegate some of these duties to the various 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 Technical shall be an ex-officio member of the Referee Committee the Grading Committee, shall be responsible for the development of the technical side of judo in the province including:

- Referees development
- Curriculum management and Gradings
- Kata development
- High performance coaching methods and youth development
- Develop a schedule, and sub-committees for Judo Ontario
- Direct and assist with the programs of the coaching, grading, and athletics
- Directly supervise and assist 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 1st Vice 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.
- NCCP level 2 (CBet B) minimum or Provincial "A" referee
- Experienced with team selection criteria
- Solid knowledge of Athletes's Handbook
- Good understanding of the Long Term Athlete Development Model (LTAD)