



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

Positions reporting directly to the President are:

- 1st Vice President
- VP Finance, VP Administration, VP Marketing, VP Operations, VP Regions/Equity

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 and 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 their 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.
- 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 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.

The position must address policies, procedures, and budgetary items as well as oversee committees related to their 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 their 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 involved in the areas of membership
- Volunteers involved in the areas of membership
- All areas relating to risk management

REPORTS TO

This position reports directly to the President and indirectly to the board of directors.

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 their 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 their 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.

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 Dojo Instructor 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 & Equity

GENERAL

The Vice President of Regions & Equity ensures that all equity and 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 Equity & 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 Equity & 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 & Equity to act upon without review.

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

DIRECT REPORTS

- Equity, Diversity & Inclusion Chair
- Regions Chair & Regional Representatives

REPORTS TO

This position reports directly to the President and indirectly to the board of directors.

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