

Athletics Yukon Board Member/Director Duties Policy

All Athletic Yukon board members/directors are expected to attend monthly board meetings and special meetings as scheduled.

President:

- Understand all aspects of the organization, roles and responsibilities, identify priorities and provide leadership to both the board and the AY community;
- Coordinate and write correspondence (email and letters);
- Respond to questions about sanctioning and affiliates;
- Liaise with other sports organizations to pursue common goals;
- Lobby for AY interests and initiatives where appropriate;
- Provide leadership on initiatives that support the overall goals of Athletics Yukon and advance the interests of AY members;
- Liaise with Athletics Canada and Sport Yukon; and,
- Represent AY corporately.

Secretary:

Take minutes at all board meetings and circulate to board for input, feedback and approval;

Prepare a first draft of agenda with business from previous meeting minutes, circulate to the board for input before the next meeting;

Arrange meeting rooms for meetings;

Pick up mail from Sport Yukon twice a month or more if necessary, forward anything of an urgent nature to board member responsible;

Update the Timelines document and add items as they come up and ensure that items are on the agenda for the appropriate month; and

Pitch in when available for all other board activities.

Treasurer

Pay invoices;

Keep financial records, coordinate annual insurances, track expenses against funding agreements;

Invoice organizations with sanctioned events for their day of event insurance;

Track members and days of event participants for each event for insurance; purposes;

Reimburse members for expenses related to putting on events;

Distribute funds for lotteries travel grants;

Budget preparation and provide budget advice for grant applications, and;

Prepare year-end financial statements.

Date Policy passed by the Athletics Yukon Board: September 2013

Date of most recent amendment to the Policy: March 2018

Communications:

- Primary media spokesperson for interviews and/or fielding media calls relating to AY activities and events;
- Prepares press releases, key messages, media advisories;
- Writes columns for What's Up Yukon about running and walking in the Yukon;
- Organizes, writes and places advertising for AY events and activities;
- Organizes promotional activities for upcoming events;
- Check Athletics Yukon email account on a regular basis and forward messages to appropriate board members or the whole board;
- Drafts notes and/or emails to members about upcoming events, activities and AY news; and,
- Primarily responsible for maintaining AY's social media presence and promoting AY activities on social media.

Web Coordinator:

Responsible for drafting, updating and maintaining the online AY calendar of events. This includes gathering relevant information, packaging it, and posting it; Responsible for website maintenance, developing and posting updates to the website and the front page of athleticsyukon.ca including keeping the "upcoming events" header on the front page up-to-date; and Responsible for posting photographs from AY events to the website where necessary.

Membership:

Collect all paper membership forms as well as keep track of online memberships using the Trackie system;
Make sure the Treasurer gets the money in a timely fashion;
Keep a current membership list;
Register members with Athletics Canada using online program;
Maintain AY membership database using excel;
Create statistical reports for Athletics Yukon and Athletics Canada; and,

Duties of all board members/directors:

Keep track of medals and coffee cards for championship races;
Lotteries applications from members for travel assistance: receive applications, check to see everything is in order, bring to the board for signature and approval, deliver to Lotteries, mail Lotteries letter to applicant and forward cheque when it arrives;
Send letters to sponsors confirming annual sponsorship;
Assistance with writing grant applications for various AY needs;
Take the lead on AY events and act as Chief of Race where necessary; and,
Help at AY events, provide food, aid stations, advertising, registration.

Events hosted by Athletics Yukon:

Crocus Run

Haeckel Hill run/walk

Tuesday night Fun Run/Walk (includes 5km and 10 km Championships)

Thursday night trail run

Summer Solstice run/walk - Grey Mountain

The Claim 10-Miler

Baked 1 Mile run/walk

Cross Country Championship

Winter Solstice run/walk - Grey Mountain

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