



## East York Curling Club

### Board of Directors

Position	Description
President	The President is responsible for the general direction and supervision of the affairs of the EYCC. They chair meetings of the Board of Directors and are an ex-officio member of all committees and sub-committees of the EYCC. This position can only be filled by an outgoing Board Member.
Vice President / Secretary	The Vice President/Secretary performs the duties of the President in his/her absence. They are responsible that an accurate record of the proceedings of all meetings of the Board of Directors and Executive is completed.
Treasurer	The Treasurer ensures that EYCC funds are kept in a recognized Canadian financial institution that is a member of the Canada Deposit Insurance Corporation. They also ensure that a full and accurate accounting is kept with respect to all financial transactions of the EYCC, including all monies received and disbursed by the EYCC, and the assets and liabilities of the EYCC. They must present an inspected financial statement at the Annual General Meeting and present, by request, a financial statement at any/all meetings of the Board of Directors.
Director – Sections & Members	The Director of Sections & Members fosters communication between the Board of Directors and the Sections and set/chair meetings with representatives from both. They also foster engagement of members and recognition of volunteers.
Director – Bonspiels & Special Events	The Director of Bonspiels & Special Events is responsible for setting the calendar, and overall coordination and quality of bonspiels and special events at EYCC. They oversee the planning and execution of club-level bonspiels and special events.
Director – Communications & Digital Content	The Director of Communications & Digital Content strives to ensure high quality communications across varied channels to members and works with the Club Manager to review and manage communications to members. They engage members, section representatives and the Board of Directors to develop and foster content creation.
Director – External Relations	The Director of External Relations is the EYCC's liaison to the OCA and TCA and fosters relations with other partners or curling clubs.
Member at Large (3)	The Members at Large perform duties as required by the Board. This position is limited to a two-year consecutive term.
Past President	The Past President uses his/her experience on the Board of Directors to support the current Board of Directors. They become a non-voting member of the Board after their first year as Past President. This position is filled by the outgoing President.
Club Advisor	The Club Advisor uses his/her experience on the Board of Directors to support the current Board of Directors. They are a non-voting member of the Board. This position is not elected but is filled by invitation from the Board.

\*The Board of Directors shall conduct the business of the EYCC in a manner consistent with the constitution. All members of the Board of Directors are responsible for regularly attending meetings of the Board of Directors. Board Members perform any duties as required by the Board of Directors.