**SAMPLE TEMPLATE**

**Position Title: Sports Director**

Authority

* The board of directors is the legal authority for the community league.

Term of Office

* Term of office is \_\_\_ years.

General Duties/Requirements

* A director is expected to be fully informed on community league matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
* Commit to the work of the organization.
* Review the board’s conduct and monitor its performance to ensure compliance with bylaws and policies.
* Speak positively of the league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league’s mission.
* Orient new board members.
* Prepare for and arrive on time for all required meetings.
* Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
* Review the bylaws and recommend changes to the membership.
* Participate in the development of the league’s organizational plan, annual review and budget.
* Approve the budget and other financial matters.
* Prepare and present required reports at board meetings.
* Prepare and present an annual report at the annual general meeting.

Responsibilities

1. Reviews and prepares policy and procedures related to sports programs.
2. Establishes all sport programming, with the exception of soccer where there is a Soccer Coordinator
3. Applies for related sport programming grants where applicable with the approval of the board
4. Recruits coaches.
5. Delegates coaching responsibilities.
6. Organizes registration times.
7. Works with Membership Director to ensure membership sales are available at registration.
8. Sets and collects sports programs fees with approval of the community league board
9. Arranges timetable.
10. Arranges access to hall facilities based on calendar schedule and in cooperation with program director/hall rental coordinator
11. Attends zone and other city-wide related meetings.