

## ARTICLE 4

### GOVERNANCE - ADMINISTRATION

**Section 1. NOTE:** Refer to Constitution Part 5. Officers, Employees, Committees and Sport Convenors and Part 6. Election Terms

- Remuneration, Tenure, Nomination, Selection and Replacement of Officers
- Employees
- Executive Committee
- Powers and Duties of Officers and other members of the Executive Committee
- Committees
- Sport Convenors
- Election Terms

### **Section 2. Succession Planning**

#### **2.1 Parameters**

Through the Strategic Planning Process the CCAA identified the need for the development of a Succession Plan. The intent of succession planning within the CCAA is to identify both volunteer leaders and potential employees for future vacancies. Succession planning for the purposes of the CCAA volunteer positions, refers to identification, nomination and selection; and, identification/recruitment and hiring for employee positions.

#### **2.2 CCAA Leadership**

The CCAA depends upon volunteer leaders that must first seek approval from their postsecondary institution and be selected by the “athletic regional/provincial conference” as the nominee going forward to the CCAA for national election. Member Conferences may decide not to nominate a candidate from their region/conference to be considered for a national position.

a) Volunteer Sport Leadership positions

a. National Convenors

- i. men’s volleyball
- ii. women’s volleyball
- iii. men’s basketball
- iv. women’s basketball
- v. men’s soccer
- vi. women’s soccer
- vii. badminton
- viii. cross country

b. Executive

- i. President
- ii. Vice President, Governance
- iii. Vice President, Programs
- iv. Vice President, Finance
- v. Vice President, Marketing
- vi. Members at Large

c. National Standing Committee Members (National standing committees are chaired by an executive Member and comprised of designated member conference representatives)

- i. Eligibility
  - ii. Constitution
  - iii. Programs
  - iv. Finance
  - v. Marketing
- b) CCAA Office Employees
- i. Executive Director
  - ii. Finance and Administrative Coordinator
  - iii. Promotions and Marketing Coordinator
  - iv. Communications and Events Coordinator

Note:

- Responsibilities-Article 4
- Terms of Office-Article 4
- Nomination Process- Bylaws Part 5
- Elections- By-laws - Part 6

### **2.3 Succession Pathways**

CCAA Volunteer Leaders are identified through regional/provincial athletic conferences. Normal pathways can include, but are not limited to: provincial committee membership (sport specific or operational i.e. constitution, governance, policies and procedures, ways and means, CCAA, finance, marketing), provincial conference convenor, Conference executive positions. Having experience at the Conference and a familiarity with CCAA rules and their relation to the Conference, volunteer leaders are vetted by the Conference and nominated for a CCAA volunteer leadership position.

Nominations are accepted from the floor at the CCAA Annual General Meeting (June), but must be supported by the member conference prior to nomination. The Executive Committee may appoint members to vacant positions, but there must be conference approval of the candidate before the appointment.

Pathways for CCAA Office Employees are internal (within the CCAA) or external and may include provincial and/or national sport organizations or the private sector.

### **2.4 Identification of Volunteer Leaders**

Each Conference has a current list of executive and committee members and convenors. Most Conferences have historical leadership documentation. Similarly, the CCAA has records of volunteer leaders.

### **2.5 Identification of Volunteer Leadership Positions**

It is the responsibility of the CCAA VP, Governance to identify the volunteer leadership positions coming forward for election. This is communicated to the membership through the Fall Workbook and the CCAA Web Site. Elected positions, the requirements and responsibilities thereof, are stated in the CCAA Operating Code and are easily accessed through the CCAA Web Site.

### **2.6 Recruitment**

Conferences identify, vet and elect nominees to be forwarded for an election at the CCAA June Annual General Meeting.

Should there be a shortfall of nominees coming forward, the CCAA VP, Governance may solicit potential nominees. If interested, the potential nominee must seek approval from their institutions; and gain an official nomination from their respective PAC.

Conference nominees forward resumes for the consideration of the elected CCAA position. Candidate resumes must reference the competencies identified for the specific positions on the Succession Matrix. Conference nominees must be prepared to speak to the membership at the conference, in support of their nomination prior to the CCAA elections.

Overall competencies required for volunteer positions include, but are not limited to:

- Commitment to the organization(operates with the CCAA code, puts the needs of the CCAA ahead of PAC or institutional needs)
- Communications (clarity, attentiveness, timeliness)
- Conceptual, logical thinking (interprets information, develops frameworks, objectivity, open mindedness)
- Effective judgment
- Integrity
- Conflict Resolution and Mediation
- Interdependence(works effectively with others, demonstrated commitment to the group decision)
- Process Oriented (follows the CCAA Operating Code)

Overall experience required for volunteer positions are reflected in the MATRIX for Preferred Candidate Characteristics.

	President	VP Governance	VP Programs	VP Marketing	VP Finance	Member at Large	Standing Committees	National Convenors
Skills	Leadership Communications Impartiality Problem Solving	Leadership Procedural fairness	Leadership Athletic Events Management	Leadership Marketing/ Public Relations	Leadership Budgeting	Leadership		Sport specific expertise
Experience	Minimum 4 years CCAA Board/ CCAA Committee experience	Minimum 2 years CCAA Board/ CCAA Committee experience	Minimum 2 years CCAA Board/ CCAA Committee experience	Minimum 2 years CCAA Board/ CCAA Committee experience	Minimum 2 years CCAA Board/ CCAA Committee experience	Minimum 1 years CCAA Board/ CCAA Committee experience	Conference experience on respective committee	2 years convening experience
Other Gender Geography Official languages	Values consistent with the CCAA Impartiality Integrity					Regional balance		

**2.7 Elections**

Regulations governing CCAA Elections are documented in the CCAA Operating Code:

- Part 5 & 6 of Constitution and Bylaws
- Article 4 Sections 1-6
- Supplemental information in CCAA Orientation Manual

### **Section 3. Sport Convenors**

#### 3.1 Responsibilities

- 3.1.1 Shall be responsible for contacting the championship Organizing Committee Chair (or designate) by telephone a minimum of once per month to assist the host in the organization and administration of the tournament(s). Contacts shall be initiated immediately following the Annual General Meeting preceding the National Championships.
- 3.1.2 Shall represent the Association as Senior Convenor at Tournament functions, meetings, banquets, etc. for Level 1 and Open Championships
- 3.1.3 Shall chair a Coaches' Meeting prior to the start of the first game of the Tournament. If the Convenor is unable to attend the Coaches' Meeting, he/she shall delegate a chairperson. (Establish agenda). The Convenor at the Coaches Meeting shall:
  - a) Read Article 1 Section 2 item 2.1 Leadership expectations and outline the expectations of the CCAA.
  - b) Outline the role of the grievance/protest committee Article II, Section 5 item 13.5 with specific reference to the violation of the code of ethics.
  - c) Outline the process of intervention prior to the convening of the Grievance/Protest Committee.
  - d) Provide Coaches with a copy of the above items.
- 3.1.4 Serve on All Star Committee at National Championships.
- 3.1.5 Shall arrange in consultation with the host Convenor for the appointment of appropriate officials.
- 3.1.6 Shall chair in the arbitration of disputes in conjunction with the assigning official and the host grievance committee.
- 3.1.7 Shall serve as an ex-officio member of the Tournament Rules Committee and shall attend the Tournament Rules Committee meeting in order to provide information respecting the major playing rules and clarification of items as they arise.
- 3.1.8 Shall establish the play-off draw and format in consultation with the upcoming hosts, for presentation and confirmation at the A.G.M. prior to the Championship Tournament.
- 3.1.9 Shall be responsible for contacting each participating coach at the National Championship (in their sport) by telephone within **ten (10) days** of the conclusion of the championships to complete the Championship Evaluation Survey. Results and a summary of Championship evaluation forms shall be included in the Convenors' reports to the Annual General Meeting.
- 3.1.10 Shall present a report to the plenary session at the Annual General Meeting involving recommendations for future tournaments, observations of any unusual occurrences or incidents, proposed rule changes, and a technical evaluation of the preceding Championship. This report is to be received electronically by Conference Representatives and the National Office two (2) weeks prior to the AGM.
- 3.1.11 Shall participate in the awards ceremony following the championship game.

- 3.1.12 Shall be responsible for the publication of a calendar of national and provincial events for the year.
- 3.1.13 Shall compile statistics, standings, etc. of all provincial conferences and submit a pre-tournament press release coordinated by the National Office.
- 3.1.14 Shall assist in developmental activities for the sport.
- 3.1.15 Shall preside at all Sport Committee Meetings relevant to that sport.
- 3.1.16 Shall submit articles to the National Office for inclusion in newsletter and/or other publications.
- 3.1.17 Shall serve as a member of the Coaching Excellence Awards and Athlete of the Month Awards selection committee.
- 3.1.18 Shall be responsible for weekly sport specific rankings including a preseason preview (except soccer). May solicit ranking and seeding committee member's input.
- 3.1.19 Shall Chair seeding committee (sport specific) and seeding process for National Championships, including the distribution of minutes following each seeding conference call.
- 3.1.20 The primary and role function of a C.C.A.A. Convenor during National Championships shall be that of Sport Convenor as defined by the Operating Code. The Convenor cannot be coaching during National Championships. In the event that a Sport Convenor is also a participating coach in the Nationals, she/he shall recommend to the Vice-President Programs a qualified alternate to serve as Convenor at the National Championships.
- 3.1.21 If possible, Conference convenors in the sports of basketball, volleyball and soccer shall not be CCAA Convenors.

## **Section 4 Conference Representatives**

### **4.1 Responsibilities**

- 4.1.1 Shall be athletic department personnel employed by a member institution of the Association or employed directly by the MC.
- 4.1.2 Serve as the Member Conference representative to the Canadian Collegiate Athletic Association.
- 4.1.3 Act as liaison between the MC members and the CCAA national office.

### **4.2 Duties**

- 4.2.1 Serve as voting delegate and spokesperson at CCAA, AGM and Board of Directors meetings.
- 4.2.2 Serve as member of CCAA committees as determined by the AGM and Board meeting.
- 4.2.3 Present MC status reports at AGM and Board meetings.
- 4.2.4 Present MC National Championship bids and hosting reports.
- 4.2.5 Present new applications for membership by CCAA members.
- 4.2.6 Present applications by MC for recognition of Championship status.
- 4.2.7 Submit MC workbook report to V.P. Programs prior to AGM.
- 4.2.8 Ensure the continuity of contact between MC National Championship host committee, National Office and Convenors.
- 4.2.9 Provide names of MC representatives on ranking and seeding committees.
- 4.2.10 Represent their MC members in any concerns regarding interconference play.
- 4.2.11 Assist MC members with interpretation of CCAA regulations.
- 4.2.12 Carry out the following, or, provide names of those persons delegated to handle these tasks to the national office:
  - (a) Provide national office with ranking information.
  - (b) Distribute national ranking to MC members.
  - (c) Forward nominations for All-Canadian and Coaching Excellence awards to National Office.
  - (d) Forward nominations for Athlete-of-the-Month to National Office.
  - (e) Ensure payment of MC fees to National Office.
  - (f) Ensure distribution of information received from National Office.
- 4.2.13 The Conference Representative from each conference is responsible for verifying with the

travel agent the number of confirmed reservations and to ensure that any changes in itinerary, which may occur prior to departure, are relayed.

- 4.2.14 The Conference Representative report for the Annual General Meeting and Winter Board Meeting must be received by Conference Representatives and the National Office electronically two (2) weeks prior to the respective meeting.

## **Section 5 Executive**

### **5.1 President**

#### **5.1.1 Responsibilities**

- 5.1.1.1 Supervise the general management of the affairs of the association.
- 5.1.1.2 Immediate supervisor of the Executive Director.
- 5.1.1.3 Serve as a spokesperson for the Association.

#### **5.1.2 Duties**

- 5.1.2.1 Preside at all meetings of the Association except where indicated by the by-laws of the Association.
- 5.1.2.2 Vote on resolutions at meetings only when a tie-breaking vote is required.
- 5.1.2.3 Prepare and present reports regarding the affairs of the Association at the Executive, Board of Directors and Annual General meetings. The President's report for the Annual General Meeting and Winter Board Meeting must be received by Conference Representatives and the National Office electronically two (2) weeks prior to the Annual General Meeting and Winter Board Meeting.
- 5.1.2.4 Present at the Annual General Meeting the priorities for the Association for the upcoming year.
- 5.1.2.5 Serve as a member of the Executive Committee.
- 5.1.2.6 Serve as a member of the Association Planning committee.
- 5.1.2.7 Monitors the Human Resources Policies and Procedures of the Associations making recommendations for change when appropriate.
- 5.1.2.8 Serve as an ex-officio member of all committees.
- 5.1.2.9 Appoint ad hoc committees as required.
- 5.1.2.10 Consult with the Executive Director on a regular basis regarding conduct and overall governance of the Association.
- 5.1.2.11 Conduct annual evaluation of the Executive Director.

- 5.1.2.12 Co-sign, with the Vice-President Finance, all financial documents of the Association except those which have been delegated to the Executive Director.
- 5.1.2.13 Represent the Association in liaising with Government officials and Sport Canada.
- 5.1.2.14 Monitor and Evaluates the Strategic Plan and Operating plans on an on going basis to ensure that the policies are consistent with the needs and objectives of the C.C.A.A plans and provide recommendations for change where appropriate.
- 5.1.2.15 Represent the Association at official functions.
- 5.1.2.16 Exercise powers and perform other duties and functions as delegated by the Executive Committee.
- 5.1.2.17 Represent the Association at National Championships

## **5.2 Past President**

### 5.2.1 Responsibilities

- 5.2.1.1 Provide a link for the current Executive with the historical development of the Association.
- 5.2.1.2 Carry out specific assignments as designated by the Executive Committee.
- 5.2.1.3 Act as resource person for the national championship hosts.

### 5.2.2 Duties

- 5.2.2.1 Serve as a member of the Executive Committee.
- 5.2.2.2 Consult with, as required, members of the Executive regarding policies and actions of the association.
- 5.2.2.3 Represent the Association as requested by the President or the Executive Committee.
- 5.2.2.4 Act as electoral officer for the Association.
- 5.2.2.5 Chair the Constitutional Committee
- 5.2.2.6 Represent the Association at the national championship events.
- 5.2.2.7 Distribute nomination forms for election purposes to Conference Representatives.
- 5.2.2.8 Compile and distribute list of eligible election candidates to Conference Representatives.
- 5.2.2.9 Act as returning officer during elections.

5.2.2.10 Carry out specific tasks as designated by the Executive Committee and prepare appropriate reports.

5.2.2.11 Present reports re: activities at the Executive, Board and Annual General Meetings. The Past President's report for the Annual General Meeting and Winter Board Meeting must be received by Conference Representatives and the National Office electronically two (2) weeks prior to the Annual General Meeting and Winter Board Meeting.

5.2.2.12 Prepare AGM workbook motions to reflect recommended changes in policy.

### 5.3 **Vice-President Finance and Administration**

#### 5.3.1 Responsibilities

5.3.1.1 Ensure the maintenance of Association business including Financial Statements.

5.3.1.2 Ensure the administrative functions for the National Office are effectively and efficiently carried out.

5.3.1.3 Ensure the security of the Association funds.

5.3.1.4 Provide a status report of the Association accounts at appropriate meetings.

#### 5.3.2 Duties

5.3.2.1 Serve as a member of the Executive Committee.

5.3.2.2 Provide direction for the Executive Director regarding the application of administrative regulations.

5.3.2.3 Interpret the regulations of the Association as required.

5.3.2.4 Recommend sites and dates for Association meetings.

5.3.2.5 Serve as a member of the Planning Committee.

5.3.2.6 Represent the Association when requested by the President or the Executive Committee.

5.3.2.7 Represent the Association at national championships.

5.3.2.8 Act as co-signing authority with the President for all financial documents except those delegated to the Executive Director

5.3.2.9 Present a status report of the association accounts at the appropriate meetings of the association. The status reports should be received electronically by Conference Representatives and the National Office two (2) weeks prior to the Annual General Meeting and the Board of Directors Meeting.

5.3.2.10 Ensure semi-annual financial reports are distributed to the Board of Directors.

- 5.3.2.11 Present a status report of the Association accounts at the annual Board of Directors meeting along with a projection for the balance of the year.
- 5.3.2.12 Present a status report of the Association accounts at the Annual General Meeting, which will include the audited/reviewed statements of the association.
- 5.3.2.13 Chair Finance Committee and call meetings when required.
- 5.3.2.14 In conjunction with the Executive Director, prepare the Association budget including the submission process to Sport Canada (when directed).
- 5.3.2.15 Oversee the preparation of the budget submission to Sport Canada (when directed).
- 5.3.2.16 Present at the Annual General Meeting, the projected budget for the upcoming year.
- 5.3.2.17 In conjunction with the Executive Director recommend to the Association an auditor or 3rd party review contractor.
- 5.3.2.18 Work with the accountant to regularize the accounts.
- 5.3.2.19 Oversee the preparation of year-end documents for review by the auditor or 3rd party review contractor.
- 5.3.2.20 Interpret financial policy and regulations for members.
- 5.3.2.21 Evaluate the administrative regulations concerning finance and recommend motions for the workbook.
- 5.3.2.22 Present at the AGM the objectives of the Association relating to finance.
- 5.3.2.23 Prepare financial motions for the Annual General Meeting workbook.

#### **5.4 Vice-President Programs**

##### 5.4.1 Responsibilities

- 5.4.1.1 Monitor all matters relating to the technical sport programs of the Association.
- 5.4.1.2 Supervise the selection process of the All-Canadian, Player of the Year and Coaching Excellence Awards, Athlete of the Month and Academic/Athletic Awards programs.
- 5.4.1.3 Supervise the functioning of the Rankings Committee.
- 5.4.1.4 Liaise with National Sport Governing Bodies.

##### 5.4.2 Duties

- 5.4.2.1 Serve as a member of Executive Committee.

- 5.4.2.2 Act as chair of the Program Committee.
- 5.4.2.3 Interpret technical regulations of the Association for sport convenors and member institutions.
- 5.4.2.4 Liaise with sport convenors on sport specific matters pertaining to the National Championships.
- 5.4.2.5 Consult with host committee on technical matters pertaining to the championships including the operations of drug testing if required by the Canadian Centre for Ethics in Sport.
- 5.4.2.6 Liaise with officials' associations re: participation of officials at national championships.
- 5.4.2.7 Negotiate financial arrangements for officials at national championships.
- 5.4.2.8 Represent the Association at National Championships.
- 5.4.2.9 In conjunction with Convenors, prepare evaluation of technical aspects of National Championships.
- 5.4.2.10 Act as chair of the various awards selection committees.
- 5.4.2.11 Oversee the operations of all CCAA awards programs.
- 5.4.2.12 Oversee the operations of the Rankings Committee and the Seeding Committee.
- 5.4.2.13 Evaluate annually the technical policies of the Association and recommend changes where appropriate.
- 5.4.2.14 Evaluate annually the awards and rankings policies and recommend changes where appropriate.
- 5.4.2.15 Prepare technical portion of the Annual General Meeting workbook after consultation with Sport Convenors.
- 5.4.2.16 Present objectives for all aspects relating to the technical elements of the national championships, awards and rankings to the Annual General Meeting for the upcoming year.
- 5.4.2.17 Prepare reports to be presented to Executive, Board of Directors and Annual General Meeting. The Vice President Programs' report for the Annual General Meeting and Winter Board Meeting must be received by Conference Representatives and the National Office electronically two (2) weeks prior to the Annual General Meeting and Winter Board Meeting
- 5.4.2.18 Represent the Association when requested by the President or Executive Committee.
- 5.4.2.19 Review Operating Code in program areas.

5.4.2.20 Serve as a member of the Association Planning committee.

## **5.5 Vice-President Marketing**

### **5.5.1 Responsibilities**

5.5.1.1 Develop, implement and monitor the marketing plan of the CCAA strategic plan.

5.5.1.2 Attend to all matters of the Association relating to the procurement of sponsorships in support of C.C.A.A. programs.

5.5.1.3 Attend to all matters of the Association relating to public relations information.

### **5.5.2 Duties**

5.5.2.1 Serve as a member of the Executive Committee.

5.5.2.2 Act as signing authority for sponsorship contracts approved by the Association.

5.5.2.3 Interpret sponsorship policy for CCAA members.

5.5.2.4 Promote the increased exposure of the CCAA through the media and in liaison with Conferences.

5.5.2.5 Act as resource person for championship hosts re: publicity, etc. for championships.

5.5.2.6 Consult with championship hosts re: use of logos and other CCAA materials.

5.5.2.7 Chair the Marketing Committee.

5.5.2.8 Call quarterly meetings of the Marketing Committee.

5.5.2.9 Review and evaluate marketing policies on annual basis and recommend changes for insertion in the workbook.

5.5.2.10 Present to the AGM the objectives of the association for the upcoming year relating to Public Relations, Sponsorship and Marketing. The Vice President Marketing's report for the Annual General Meeting and Winter Board Meeting must be received by Conference Representatives and the National Office electronically two (2) weeks prior to the Annual General Meeting and Winter Board Meeting

5.5.2.11 Represent the Association at the National Championships.

5.5.2.12 Represent the Association as requested by the President or the Executive Committee.

5.5.2.13 Liaise with V.P. Programs vis-à-vis awards program.

5.5.2.14 Serve as a member of the Association Planning committee.

## **5.6 Vice-President Governance**

### **5.6.1 Responsibilities**

5.6.1.1 Provide a strategic and emerging trend perspective to the current Executive of the Association.

5.6.1.2 Carry out specific assignments as designated by the Executive Committee.

5.6.1.3 Perform the duties and exercise the powers of the President when the latter is absent or unable to carry out the duties of the President.

5.6.1.4 Act as resource person for the Association.

### **5.6.2 Duties**

5.6.2.1 Serve as a member of the Executive Committee.

5.6.2.2 Serve as a member of the Constitution Standing Committee and Chair when there is no Past President in office;

5.6.2.3 Serve as Chair of the Eligibility Standing Committee

5.6.2.4 Serve as the Associations Electoral Officer when there is no Past President in office;

5.6.2.5 Monitor the Operating Code on an ongoing basis to ensure that the policies are consistent with the needs and objectives of the C.C.A.A.

5.6.2.6 Consult with, as required, members of the Executive regarding policies and actions of the Association.

5.6.2.7 Represent the Association as requested by the President or the Executive Committee.

5.6.2.8 Be responsible for the maintenance, control and security of all constitutional records of the Association.

5.6.2.9 Be responsible for the accurate recording and distribution of Minutes and Proceedings of all meetings of the Association, the Board of Directors and the Executive Committee.

5.6.2.10 The Vice President Governance's report for the Annual General Meeting and Winter Board Meeting must be received by Conference Representatives and the National Office electronically two (2) weeks prior to the Annual General Meeting and Winter Board Meeting

## **Section 6 National Office Staff**

### **6.1 Executive Director**

#### 6.1.1 Role:

The Executive Director is the Chief Executive Officer of the Association, and as general manager, is responsible for the efficient utilization of human and financial resources in the overall management of the national office. The position assumes full accountability for performance in all areas of the organization. The incumbent directs the activities of all staff, introduces policies and authorizes, either directly or indirectly, all activities directed towards the fulfillment of the mandate and objectives of the association. The incumbent represents the Association in negotiations with other bodies on behalf of the Association.

The position develops and maintains close and effective relationships with CCAA member conferences and institutions, the corporate sector, multi-sport and national sport organizations and the government.

#### 6.1.2 Nature and Scope:

The incumbent has broad scope for taking independent action within the established policies of the Association. Given this parameter, the Executive Director is expected to display initiative and innovativeness in managing the Association's business.

#### 6.1.3 Accountability:

The Executive Director reports to the President but is responsible to the Board as a whole. Formal accountability is through the President to the Board of Directors.

#### 6.1.4 Responsibilities

##### 6.1.4.1 Governance & Administration

- Ensure effective and efficient management of the National Office;
- Maintain all office contracts (leases, maintenance agreements, insurance)
- Coordinate all association meetings and Act as recording secretary at Executive meetings;
- Develop and implement policies and procedures as approved by the Board of Directors;
- Ensure efficient and economical travel for Association meetings and events;
- Maintain all official documents, seal, minutes, bylaws and financial records of the Association;
- Ensure distribution of all minutes pertaining to the operations of the Association;
- Prepare fall and Spring workbooks for distribution and information collection prior to Association meetings;
- Assist with the development and implementation of the strategic and operational plans of the Association;
- Review Operations Code and incorporate changes annually;
- Monitor the Strategic and Operational Plans of the Association ensuring the associations is meeting its goals.
- Ensure registered charitable information is completed annually;
- Coordinate all appeal procedures;
- Privacy officer of the Association;
- Provide leadership, training and assistance to staff.
- Monitor undertake all Human resources policies, procedures and activities

- Register Constitution and Bylaw changes with the Department of Consumer and Corporate Affairs.

#### 6.1.4.2 Financial Management

- Ensure responsible financial management of CCAA budget in conjunction with the Vice President of Finance and Executive Assistant;
- Ensure invoices and cheques are prepared and coded correctly;
- Prepare year-end audit;
- Ensure financial records are kept in order;
- Organize lines of credit or investments with bank;
- Prepare year-end financial reports for the Board;
- Prepare core funding and project funding submissions for Sport Canada;
- Develop annual budget in consultation with the VP Finance;
- Maintain travel funding policy.

#### 6.1.4.3 National Championship Program

- Develop for authorization CCAA/Host Agreements
- Attend Championships and represent the CCAA on site at the event;
- Ensure the acknowledgment of hosts, convenors and sponsors following the championships.

#### 6.1.4.4 Partnerships and Collaborations

- Ensure an efficient communication network in both official languages with the National Office as central information source;
- Initiate and promote communication with NSO's, multi-sport agencies, Sport Canada, provincial governments, member colleges, MC offices, related associations, sponsors and the media;
- Advise the CCAA Board and Standing Committees on policies and decisions of other organizations which may influence CCAA policies;
- Represent and speak on behalf of the Association as directed by the Executive at partner meetings;
- Develop semi-annual reports on association affairs;

#### 6.1.4.5 Corporate Partners

- Assist the Marketing Committee and Coordinator of Marketing in conducting surveys;
- Negotiate corporate sponsor contracts in consultation with the V.P. Marketing and Coordinator of Marketing.

#### 6.1.4.6 Sport Development

- Manage the Female Apprentice Coach program
- Manage the Female student-athlete coach professional development program
- Manage the Coach Professional Development Program
- Assist with the applications of new members to the Association
- Assist with the development of new sports
- Ensure that the award program is administered annually;
- Assist with the development of new awards and the improvement of current awards.

- Identify and adapt deliver of services based on LTAD

## **6.2 Communications and Events Coordinator**

### **6.2.1 Role:**

The Communications and Events Coordinator has specific responsibilities in the areas of Communications and National Championships, the incumbent also serves as an assistant to the Executive Director in the operations of the CCAA in these specific areas.

### **6.2.2 Accountability:**

Reporting to the Executive Director, the Communications and Events Coordinator is responsible for the creation and dissemination of news releases and information articles to a variety of targeted audiences and plays a significant role in supporting the provision of annual national championships. In this role the incumbent will work closely with the association's volunteer leadership, the Executive Director and other staff members.

### **6.2.3 Key responsibilities include but not limited to:**

- national media communications
- association member communications
- national championship administrative logistics
- coordinating a variety of committee meetings and attending all association national meetings
- basic desktop and website maintenance

### **6.2.4 Specific Responsibilities:**

#### **6.2.4.1 Communications**

- Update national media contact list and disseminate media guides and sports information to contacts
- Develop and maintain communication plan for the Association;
- Represent a positive image of the CCAA in discussions with the media
- Write all media releases for association
- Respond to statistical requests from media and members
- Develop monthly electronic newsletter

#### **6.2.4.2 National Championship Program**

- Develop in conjunction with Executive Director for authorization CCAA/Host Agreements
- Liaise with host sites and ensure all Associations obligations and responsibilities are fulfilled;
- Coordinate officials, convenors and participating teams travel for the Championships;
- Liaise with respective NSOs on technical issues and attendance at the Championships;
- Facilitate seeding and Wildcard committee activities;
- Facilitate Championship bid selection and hosting review meetings.
- Coordinate details of the coaches meeting with respective convenor and host;
- Attend specified Championships and represent the CCAA on site at the event;
- Update Hosting manual annually.

### 6.3 **Finance and Administration Coordinator**

#### 6.3.1 Role:

The Finance and Administration Coordinator has specific responsibilities in the areas of finance administration and sport development. The incumbent works with the Executive Director and frequent contact is necessary with the Vice President Finance, the CCAA Accountant, Convenors, Hosts and member institutions.

#### 6.3.2 Accountability:

Immediate supervisor is the Executive Director.

#### 6.3.3 Responsibility Areas:

- 5.3.1 Finance
- 5.3.2 Administration
- 5.3.4 Sport Development

#### 6.3.4 Specific Responsibilities

##### 6.3.4.1 Finance

- Maintain the operation, back-up and updating of computerized accounting system.
- Preparation of monthly financial statements and bank reconciliations.
- Preparation of information for annual audit and government reporting.
- Accounts receivable and payable follow-up.
- Preparation of cheques, invoices and bank deposits.
- Maintains payroll and benefits reporting

##### 6.3.4.2 Administration

- Coordinates supply and service agreements and association meeting contracts.
- Manages filing systems, supplies, mail and shipping, and directories.
- Maintains current and historical inventory of Association information and records Association minutes.
- Administrative and logistical support for National Championships.
- Maintain scoreboard
- Administrative support to Executive Director and other Staff.

##### 6.3.4.3 Sport Development

- Manage all aspects of the CCAA Awards program (All Canadians, Players and Coaches of the year, Academic All-Canadians, National Scholars, Athlete of the Year, Coaching Excellence, Athletes of Month, trophies, medals, banners, all-tournament teams).
- Administrative support for Sport Development Programs (Female Apprentice Coach Program, Coach Professional Development Program, Female Student-Athlete Coaching Professional Development Program).

## **6.4 Promotions and Marketing Coordinator**

### 5.4.1 Role:

The Coordinator of Marketing and Promotions has specific responsibilities in the areas of marketing, media and promotions, the incumbent also serves as an assistant to the Executive Director in the operations of the CCAA in these specific areas. The incumbent works with the Executive Director and the Administration Assistant and frequent contact is necessary with the Vice President Marketing, convenors, media, sponsors, advertising, championship hosts and Athletic Directors. .

### 6.4.2 Accountability:

Reporting to the Executive Director, the Coordinator of Marketing and Promotions will work closely with the association's volunteer leadership, the Executive Director, and the Executive Administration Assistant.

### 6.4.3 Specific Responsibilities:

#### 6.4.3.1 Promotions

- designing and developing promotional and branding materials for the association
- sale of advertisements for varied CCAA resources
- enhance website design and maintain consistent and current website
- develop avenues for CCAA exposure through media and electronic means

#### 6.4.3.2 Marketing

- coordinating the marketing and media components of the national championship program with respective hosts
- manage sponsor obligations for the Association and major events
- negotiate corporate sponsor contracts in consultation with the V.P. Marketing and Executive Director
- development and coordination of fundraising activities
- assist with developing ongoing Canadian Sport Community and Corporate partnerships
- coordinating and attending Marketing Committee meetings

## **Section 7 Committees**

### **7.1 CCAA Committees**

#### 7.1.1 Marketing Committee **Terms of Reference**

##### 7.1.1.1. Membership

- 7.1.1.1.1 The Marketing Committee shall be chaired by the Vice President Marketing.
- 7.1.1.1.2 The Director of Marketing, the President and the Executive Director shall be member's ex-officio of the Marketing Committee.

7.1.1.1.3 The Marketing Committee shall be made up of representation from each MC.

7.1.1.2 Meetings

7.1.1.2.1 The Marketing Committee shall meet a minimum of twice annually and again at the Associations Annual General Meeting.

7.1.1.2.2 NOTE: At the Annual General meeting representatives from MC's are welcome to participate with privileges of debate and voting.

7.1.1.3 Authority

The Marketing Committee shall report to the Executive Committee on all aspects of its activity including a comprehensive report at the Semi-Annual and Annual General Meetings. The annual Marketing Committee objectives and strategies shall be presented at the Annual General meeting for approval. Between Annual meetings, the Marketing Committee in consultation with the Executive Committee shall be responsible for all decisions related to its function.

7.1.1.4 Responsibilities

7.1.1.4.1 To ensure all CCAA policies related to Marketing and Public Relations as identified in the CCAA Operating Code (Article II Section 8) are adhered to.

7.1.1.4.2 To negotiate and procure national sponsorship to benefit both the member institutions and the National Association.

7.1.1.4.3 To enhance the profile of the Association.

7.1.1.4.4 To enhance media coverage via print, radio and television on a regional and national level.

7.1.1.4.5 To provide programs to MC's and member institutions, which provide benefits to all parties.

7.1.1.4.6 To ensure all funds raised through sponsorships and other fundraising activities are appropriately distributed as approved by the Association.

7.1.1.4.7 To service our corporate clients to ensure successful fulfillment of contract agreements.

7.1.2 Finance Committee  
**Terms of Reference**

7.1.2.1 Membership

7.1.2.1.1 The Finance Committee shall be chaired by the VP Finance and Administration.

7.1.2.1.2 The President and Executive Director shall be an ex-officio member

7.1.2.1.3 The Finance Committee shall be made up of representatives from each MC.

7.1.2.2 Authority

The Finance Committee shall report to the Executive Committee on all aspects of its activities including a comprehensive report at the semi-annual and Annual General Meetings. Annual Finance Committee tasks and objectives shall be identified and approved at the AGM. Between meetings, the Finance Committee in consultation with the Executive shall be responsible for all decisions related to its function.

#### 7.1.2.3 Responsibilities

- 7.1.2.3.1 To ensure all CCAA financial policies and procedures as identified in the CCAA Operating Code are adhered to.
- 7.1.2.3.2 To annually review operating and proposed Association annual budgets.
- 7.1.2.3.3 To meet as needed during Annual meetings to examine the effect of policies being debated or to develop financial proposals for meetings related to the Association's finances.
- 7.1.2.3.4 Other tasks as assigned at AGMs.

#### 7.1.2.4 Meetings

- 7.1.2.4.1 Normally, the Committee meets on days preceding Board and Annual General Meetings.
- 7.1.2.4.2 Normally, the Committee does its business via email or telephone.

### 7.1.3 Program Committee

#### **Terms of Reference**

#### 6.1.3.1 Membership

- 7.1.3.1.1 The Program Committee shall be chaired by the Vice President Programs.
- 7.1.3.1.2 The Communications and Events Coordinator, an Executive Member at Large and the Executive Director shall be member's ex-officio of the Program Committee.
- 7.1.3.1.3 The Program Committee shall be made up of National Convenors from each CCAA sport.

#### 7.1.3.2 Meetings

- 7.1.3.2.1 The Program Committee shall meet a minimum of once at the end of the Championship season normally in March and again at the Associations Annual General Meeting.
- 7.1.3.2.2 NOTE: At the Annual General meeting representatives from MC's are welcome to participate with privileges of debate and voting.
- 7.1.3.2.3 Sport Specific program meetings shall be conducted in relation to award selection, seedings, wildcards selections, bid selections and hosting reviews.

#### 7.1.3.3 Authority

The Program Committee shall report to the Executive Committee on all aspects of its activity including a comprehensive report at the Semi-Annual and Annual General Meetings. The annual Program Committee objectives and strategies shall be presented at the Annual General meeting for approval. Between Annual meetings, the Program Committee in consultation with the Executive Committee shall be responsible for all decisions related to its function.

#### 7.1.3.4 Responsibilities

- 7.1.3.4.1 To ensure all CCAA policies related to National Championships, Hosting and Playing regulations as identified in the CCAA Operating Code are adhered to.
- 7.1.3.4.2 Maintain and grow the affiliation and partnership with the respective National Sport organizations.
- 7.1.3.4.3 To confirm the championship host, site, format, and dates for following year.
- 7.1.3.4.4 To confirm the host, site, format and dates for the subsequent two years.
- 7.1.3.4.5 To confirm the playing rules for the following year and proposed rule changes for future years.
- 7.1.3.4.6 To provide assistance to current hosts in the technical organization of the event.
- 7.1.3.4.7 To provide an evaluation of the past year's championship by:
  - a) reviewing the evaluation forms received from coaches and student-athletes
  - b) reviewing the recommendations made at the coaches' meeting and via the final host report.
  - c) evaluation of actual performances of the sport over the season.

#### 7.1.4. Eligibility Committee

**Terms of Reference** (see Article 5, Section 16 for Voting and Procedures for dealing with requests)

##### 7.1.4.1 Membership

- 7.1.4.1.1 Chaired by the Past President, and in terms when there is no Past-President, the V.P Governance.
- 7.1.4.1.2 Committee is comprised of Past President and VP Governance and one member appointed by each MC. MC's are encouraged to nominate representatives from their respective Provincial Eligibility Committees Members.

##### 7.1.4.2 Authority

- 7.1.4.2.1 The Eligibility Committee shall report to the Executive Committee on all of its rulings including a comprehensive report at the Semi-annual and Annual General Meetings.
- 7.1.4.2.2 The Committee has the authority to interpret and make rulings on any and all eligibility issues raised by the membership.

- 7.1.4.2.3 Decisions made by the Eligibility Committee can be appealed to the Appeals Committee.

#### 7.1.4.3 Responsibility

- 7.1.4.3.1 To ensure all CCAA eligibility policies and procedures are followed.  
7.1.4.3.2 To interpret and rule on questions relating to eligibility.  
7.1.4.3.3 To annually review the eligibility rules and regulations of the CCAA and prepare motions for consideration at the Annual General Meeting of the CCAA

##### 6.1.4.3.3.1 Review Process

- a) The eligibility committee will annually review the eligibility rules and regulations of the CCAA. It will provide recommendations for changes (if necessary) as motions to be presented in the Spring Workbook prior to the Annual General Meeting.
- b) Member colleges and/or conferences are encouraged to examine the eligibility rules and forward suggestions or recommendations to their conference representative on the CCAA eligibility committee by January 15.
- c) The members of the eligibility committee will forward recommendations for items to be placed upon the agenda for the eligibility committee rules and regulations review meeting to the chair of the eligibility committee by January 31.
- d) The chair or the committee will distribute to the members of the committee the recommended agenda and appropriate documentation no later than ten days prior to the review meeting.
- e) The review meeting (conference call) will be held in mid-February but no later than February 20. The date and time will be selected by consensus of the members. Subsequent meetings will be held if necessary.
- f) The minutes of the meeting will be circulated to the committee members within five days of the meeting. Upon approval of the minutes by the members, the motions to be included in the Spring Workbook will be forwarded to the Executive of the CCAA (Note: The executive meeting, at which time the spring workbook is compiled, is generally held in mid-April.)

#### 7.1.4.4 Meetings

- 7.1.4.4.1 The Eligibility Committee shall normally do its business via the phone or email.

#### 7.1.5 Constitutional Committee **Terms of Reference**

##### 7.1.5.1 Membership

- 7.1.5.1.1 Chaired by the Past President, or when there is no Past President the VP Governance.

- 7.1.5.1.2 Committee is comprised of Past President, VP Governance and one member from each MC

7.1.5.2 Authority

- 7.1.5.2.1 The Constitutional Committee shall report to the Executive Committee on all aspects of its rulings.
- 7.1.5.2.2 The committee has the authority to interpret and recommend revisions to the Association’s Bylaws and Articles.
- 7.1.5.2.3 Decisions made by the constitution Committee can be appealed to the appeals committee.

7.1.5.3 Responsibilities

- 7.1.5.3.1 Shall be responsible for making housekeeping changes to the operating code, as long as the intent is not changed.
- 7.1.5.3.2 To interpret the Associations bylaws and articles.
- 7.1.5.3.3 To recommend changes to the Operating Code as necessary.

7.1.5.4 Meetings

- 7.1.5.4.1 The committee shall normally do its business via the phone or email.