



Roles & Responsibilities for Voting Members

President of Markham Badminton Club

- Overall strategic and development of the club to ensure club meets its mission and vision
- No voting right except to break a tie vote.

Secretary

- Ensure all procedures and proceedings are properly followed
- Controllers of all meeting Agenda
- Keepers of all meeting minutes

Vice President of Finance

- Responsible for financial regulatory obligations under all orders of government
- Ensures safe keeping of all financial records
- Ensures proper financial rules followed

Vice President of Programs

- Manage and oversee the directors of recreational league, recreational programming, competitive programming and senior programming.

Vice President of Operations

- Oversees the operational aspects of all facilities
- Liaise with the facilities operations managers

Vice President of Marketing, Communications & Sponsorship

- Responsible for all marketing, communications and sponsorship of the club
- Includes www.markhambadminton.com web site

Vice President of Special Events

- Responsible for all special events planning and coordination
- Interface with Badminton Ontario to align promotional events

Roles & Responsibilities for Non-Voting Members

Membership Administrator

- Reporting to Vice President of Finance, managing membership registration

Director of Recreational League

- Reporting to Vice President of Programs
- Set up recreational league between clubs and internally

Director of Recreational Program

- Reporting to Vice President of Programs
- Responsible for all Recreational training

Director of Competitive Program

- Reporting to Vice President of Programs
- Responsible for the development and administration of players playing tournament

Director of Senior Program

- Reporting to Vice President of Programs
- Develop and operate a senior programs, including league play

Director, Training and Youth development

- Reporting to Vice President of Programs
- Develop youth academy training programs
- Recruit and manage paid instructors

Operations Managers

- Reporting to Vice President of Operations
- Responsible for daily operation of gyms and “drop-in” collections

Tournament Director

- Reporting to Vice President of Special Events
- Responsible running internal and external tournaments

Volunteers Director

- Reporting to Vice President of Special Events
- Responsible for coordinating all volunteers duties and recruitment of volunteers

Director of Sponsorship

- Reporting to the VP of Marketing, Communication and Sponsorship
- Responsible for getting sponsorship and admin requirement to get sponsors