



# Job Descriptions

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Prepared by:

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## ARCHERY NEW BRUNSWICK

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- The Executive Committee, Directors and Coordinators, collectively shall represent ANB's interests;
- The Executive Committee, Directors and Coordinators, collectively shall forward any and all concerns, issues and opportunities regarding ANB to the President;
- The Executive Committee, Directors and Coordinators, collectively shall act as information distributors for all ANB information to its club members.

## PRESIDENT

**Term:** 2 year term, elected on odd numbered years.

**Description:** The President is responsible for the leadership, development, achievement and strategic planning of Archery New Brunswick (hereinafter referred to as “ANB”), including but not limited to the following:

- 1) Calling all ANB meetings, including conference calls, and notifying all ANB members of the Annual General Meeting;
- 2) Chairing all ANB meetings and acting as President by making all decisions, whenever necessary, in consultation with other ANB affiliates;
- 3) Attending all ANB meetings in a neutral capacity to engage and ensure meaningful discussions and decisions;
- 4) Recruiting, training and recognizing all elected, appointed and volunteer positions for ANB;
- 5) Managing and supervising all ANB business;
- 6) Compiling the Annual Report which will include copies of the AGM Minutes, along with financial reports, and all other directors’ reports;
- 7) Providing direction of ANB with effective and meaningful leadership;
- 8) Monitoring and evaluating all progress of ANB;
- 9) Overseeing the management of all ANB clubs throughout the Province of New Brunswick;
- 10) Managing all ANB club representatives to ensure their roles and responsibilities throughout the Province are forthcoming and proper;
- 11) Acting as a mediator in the event of disagreements within various clubs throughout ANB;
- 12) Acting as the central contact to monitor, assess and evaluate the progress of ANB.

The President is also required to:

- 1) Supervise, screen and monitor all positions of club representatives within ANB;
- 2) Ensure all club representatives have proper and adequate training to meet ANB requirements;
- 3) Communicate with Vice-President of all ANB information;
- 4) Appoint and fill all Board vacancies, as required, upon approval of all Board Members;
- 5) In consultation with elected Officers of the Executive Committee, appoint Chair/Coordinator for standing committees or special committees.

## VICE-PRESIDENT

**Term:** 2 year term, elected on even numbered years.

**Description:** The Vice-President is responsible for the leadership, development, achievement and strategic planning in accordance with the instructions of the President of Archery New Brunswick (hereinafter referred to as "ANB"), including but not limited to the following:

- 1) Attending all meetings, as required by ANB;
- 2) Exercising all powers vested in the roles and responsibilities of the President, in the absence of the President should he/she not be able to perform their duties within ANB;
- 3) Assisting the President with recruiting, training appointed and volunteer positions within ANB;
- 4) Assisting the President in providing input on decision making, whenever necessary, in consultation with the President and other ANB affiliates;
- 5) Assisting the President in providing proper direction of ANB with effective and meaningful leadership;
- 6) Registering all Provincial level and higher tournaments with AC.
- 7) Obtain all tournaments scores, have them formatted and send to the ED to be posted to the website.
- 8) Maintaining a detailed and accurate list of up to date tournament scores;
- 9) Responsible for the scheduling of tournaments on the schedule;
- 10) Responsible for registering any required tournaments with Archery Canada;
- 11) Any other related duties which may arise, as reasonably agreed upon by the President.

## SECRETARY

**Term:** 2 year term, elected on odd numbered years.

**Description:** The Secretary is responsible for managing, processing and maintaining all incoming and outgoing information and correspondence in accordance with the instructions of the President of Archery New Brunswick (hereinafter referred to as “ANB”), including, but not limited to the following:

- 1) Attending all meetings, as required by ANB;
- 2) Send notice of AGM 30 days in advance;
- 3) Recording attendance, as required, by the President, of ANB meetings;
- 4) Preparing, managing and maintaining all records of ANB;
- 5) Recording and transcribing all ANB meeting discussions, deliberations and decisions, whether in person or by conference call, to the President within fifteen (15) days after such meetings;
- 6) Assisting the President in developing all agendas and sending out Notices of Board meeting not less than fifteen (15) days before the meeting;
- 7) Calling all reports from the Executive Committee, Board of Directors and Club Directors to be submitted in a timely manner for any meetings called by the President;
- 8) Managing and ensuring action of ANB’s correspondence and directing it accordingly;
- 9) Maintaining, organizing and circulating an accurate record keeping and circulation of all Minutes from all ANB meetings;
- 10) Recording and forwarding all disciplinary matters to the President of ANB;
- 11) Communicating between all ANB members and their coordinates on all relevant ANB matters;
- 12) Informing all ANB Directors of all ANB activities;
- 13) Any other related duties which may arise, as reasonably agreed upon by the President.

## TREASURER

**Term:** 2 year term, elected on even numbered years.

**Description:** The Treasurer is responsible for all finances in accordance with the instructions of the President of Archery New Brunswick (hereinafter referred to as “ANB”), including, but not limited to the following:

- 1) Attending all ANB meetings, as required by ANB;
- 2) Keeping just and true accounts of all monies received and disbursed by ANB;
- 3) Maintaining true financial reports of all receipts and expenditures of ANB and preparing monthly reports, to be provided to the President on a monthly basis;
- 4) Keeping a full and accurate monthly accounting of all receipts and disbursements of ANB;
- 5) Preparing a detailed yearly financial sheet of all receipts and expenditures, to be provided to the President within fifteen (15) days prior to the AGM each year;
- 6) Receiving, recording and depositing all monies on behalf of ANB to a chartered bank, as approved by the President, as required, and to maintain accurate records of same;
- 7) Paying all ANB accounts and invoices, including expense reimbursements to the Board of Directors, as properly submitted and approved by the President, in a timely manner;
- 8) Coordinating with other Directors regarding committee planning, development budgets (both short term and long term), as required by the President;
- 9) Any other related duties which may arise, as reasonably agreed upon by the President.

## PAST PRESIDENT

**Term:** 1 year following the election of the current President and to be retained in an advisory capacity.

**Description:** The duties of the Past President shall be defined by the current President and approved by the Board of Directors of Archery New Brunswick (hereinafter referred to as “ANB”), which shall include, but not be limited to the following:

- 1) The Past President shall be retained in an advisory capacity to the Board of Directors and shall have the same status as a Club Director. The Past President’s role is to ensure that the Board has access to his or her knowledge for continuity purposes. It is intended that the Past President shall remain in this position for one (1) year following the election of the current President, unless an extension is approved at the next Annual General Meeting.

## EXECUTIVE DIRECTOR

**Description:** The duties and remuneration of the Executive Director shall be defined by the President and approved by the Board of Directors of Archery New Brunswick (hereinafter referred to as “ANB”), which shall include, but not be limited to the following:

- 1) Developing and maintaining timely and ongoing communication with the President;
- 2) Developing and maintaining an ongoing workplan with the President as well as club Representatives;
- 3) Maintaining the day to day administration of ANB;
- 4) The Executive Director will be the frontline contact for all Clubs within ANB;
- 5) Preparing ANB’s annual funding application to the Province of New Brunswick and assisting the appropriate contacts in the preparation of their plans and funding applications.
- 6) Assist the Secretary in, ensuring all reports from members of the Board of Directors and Club Directors are submitted to the Secretary prior to meetings;
- 7) Assisting the Treasurer in preparing the annual budget, in cooperation with the appropriate Directors/Coordinators of all ANB Committees, for approval;
- 8) Assisting in financing and fundraising activities;
- 9) Compiling an Annual Report which is to include content as determined by the Board of Directors for the President’s review prior to the yearly Archery Canada AGM;
- 10) Monitoring the official ANB website content, and other social media, in conjunction with the Webmaster, including but not limited to maintaining all content and contact information is accurate and up to date, and social media content is suitable;
- 11) The Executive Director will be the main contact for ANB website changes and will communicate same to the Webmaster in a timely manner;
- 12) Attending all meetings, as required by the President;
- 13) Preside over all elections;
- 14) Being responsible for ordering and maintaining an inventory of all Provincial medals, trophies, awards as well as all other ANB assets;
- 15) The Executive Director will be an *ex officio* member of the Board of Directors and all committees of the Board, including the Executive Committee;
- 16) Notify Archery Canada of all changes of position, elected and appointed;
- 17) Any other related duties which may arise, as reasonably agreed upon by the Executive Director and the President.

## ARCHERY CANADA / TARGET ARCHERY DIRECTOR

**Description:** The duties of the Archery Canada / Target Archery Director shall be defined by the President and approved by the Board of Directors of Archery New Brunswick (hereinafter referred to as “ANB”), which shall cover all disciplines of archery, including but not be limited to the following:

- 1) Studying and reporting on all matters related to target and field archery tournaments;
- 2) Communicating and coordinating with Archery Canada, and its Provincial sport organizations, to promote target and field tournaments to provide assistance to Clubs in providing them with the latest available information;
- 3) Sitting on any Archery Canada National Committee related to target and field archery as an ANB representative;
- 4) Being the main contact for all matters concerning the discipline of target and field archery;
- 5) Work with clubs in development of target programs
- 6) Promoting and supporting ANB’s position in relation to target and field archery within the Province and representing same on a national level through Archery Canada;
- 7) Attending Archery Canada annual meetings, commonly held at target/field outdoor championships and/or, any Archery Canada conference calls, and/or emails between ANB and Archery Canada, as required;
- 8) Reporting to ANB’s Executive Committee on all matters that will impact memberships, ie. rule changes, upcoming tournaments, new information regarding the sport, etc.
- 9) Assisting with succession planning;
- 10) Any other related duties which may arise, as reasonably agreed upon by the President.

## ARCHERY CANADA / 3D AND FIELD DIRECTOR

**Description:** The duties of the Archery Canada / 3D and Field Director shall be defined by the President and approved by the Board of Directors of Archery New Brunswick (hereinafter referred to as “ANB”), which shall cover all disciplines of archery, including, but not be limited to the following:

- 1) The 3D Director shall be ANB’s main contact for all matters concerning the discipline of 3D archery;
- 2) Work with clubs in development of 3D programs in both ASA and IBO formats;
- 3) Reporting all matters related to 3D archery and its tournaments to the President;
- 4) Promoting and supporting ANB in relation to 3D archery in the Province; as well as representing same on a national level through Archery Canada;
- 5) Sitting on an Archery Canada National Committee relating to 3D archery as ANB’s representative;
- 6) Attending any Archery Canada 3D meeting, commonly held at the outdoor 3D Outdoor Championships, as well as attending Archery Canada conference calls and managing emails between ANB and Archery Canada;
- 7) Reporting to the President on all matters which may impact on membership (ie. rule changes, upcoming tournaments, new information regarding the sport, etc.);
- 8) Assisting with succession planning;
- 9) Any other related duties which may arise, as reasonably agreed upon by the President.

## TRADITIONAL ARCHERY DIRECTOR

**Description:** The duties of the Traditional Archery Director shall be defined by the President and approved by the Board of Directors of Archery New Brunswick (hereinafter referred to as “ANB”), which shall cover all disciplines of archery, including, but not be limited to the following:

- 1) The Traditional Archery Director shall be ANB’s main contact for all matters concerning the discipline of traditional archery;
- 2) Any other related duties which may arise, as reasonably agreed upon by the President.

## MEMBERSHIP DIRECTOR

**Description:** The duties of the Membership Coordinator shall be defined by the President and approved by the Board of Directors of Archery New Brunswick (hereinafter referred to as “ANB”), which shall include, but not be limited to the following:

- 1) Attending all ANB meetings, as requested;
- 2) Maintain the 2M membership system, and notify directors annually with renewal requirements.;
- 3) Assist clubs with membership related subjects
- 4) Any other related duties which may arise, as reasonably agreed upon by the President.

## JUDGE DEVELOPMENT / RULES DIRECTOR

**Description:** The duties of the Judge Development / Rules Coordinator shall be defined by the President and approved by the Board of Directors of Archery New Brunswick (hereinafter referred to as “ANB”), which shall include, but not be limited to the following:

- 1) Studying and reporting on all rules related to the sport of archery and its tournaments to execute ANB judge’s development plan and expertise in the Province of New Brunswick;
- 2) Attending or participating in an or all Archery Canada Committees relating to archery rules and judge rules as a representative of ANB;
- 3) Developing all training aspects for Provincial level judging;
- 4) Any other related duties which may arise, as reasonably agreed upon by the President.
- 5) Coordinate with clubs for judges to receive aid from club/local judges.
- 6) Organize judging for provincial, regional, and Atlantic (registered) tournaments in advance.

## **PROVINCIAL COACH & LONG-TERM ATHLETE DEVELOPMENT COORDINATOR**

**Description:** The duties of the Long-Term Archer Development Coordinator shall be defined by the President and approved by the Board of Directors of Archery New Brunswick (hereinafter referred to as “ANB”), which shall include, but not be limited to the following:

- 1) Being the primary contact for support for members interested in starting the Archery Excellence Program in their Club, or for any related inquiries regarding same;
- 2) Reporting all information inquiries in a written report to the President, as required;
- 3) Studying and reporting all aspects of coaching development to the President in executing ANB’s plan to develop coaches and coaching expertise in the Province of New Brunswick;
- 4) Maintaining a valid seat on an Archery Canada National Committee relating to coaching development as an ANB representative;
- 5) Keeping ANB in line with any and all Archery Canada formats, programs and policies;
- 6) Any other related duties which may arise, as reasonably agreed upon by the President.

### **Athlete Development**

1. Design and implement training programs tailored to provincial-level athletes
2. Monitor athlete progress and adjust plans based on performance data
3. Provide technical guidance during practices and competitions

### **Coach Mentorship**

1. Support and mentor club and regional coaches
2. Evaluate and provide feedback to developing coaches

### **Competition & Travel**

1. Lead provincial teams at major events (e.g., Canada Winter Games, Nationals)
2. Coordinate travel, logistics, and athlete support during competitions

### **Program Oversight**

1. Manage provincial team programs
2. Align programs with national Long-Term Athlete Development (LTAD) models
3. Collaborate with sport science and medical professionals to enhance performance

### **Administration**

1. Maintain athlete files and progress reports
2. Contribute to grant applications and strategic planning
3. Manage equipment inventory and budget tracking

### **Collaboration & Communication**

1. Liaise with personal coaches, parents, and sport organizations
2. Scout and identify emerging talent across clubs and competitions
3. Serve as a member of athlete development committees

