



## Preamble to the “Board and Related Committees” Document

The following document is a listing of the Board of Director Positions for Biathlon Ontario and a “Wish-List” of Committees and functional positions that should be in place for the effective administration of this Provincial Sports Organization.

The listing is not meant to be daunting in its size or complexity - it is simply a list of necessary functions & responsibilities that, up until now, have been performed by the members of the Board and a few others. If these functions are broken up into individual tasks and taken on by a number of people, we can make the workload for everyone smaller and more manageable. Hopefully, it is the path to avoid “Volunteer Burn-Out”.

If there is anything on the menu that strikes your fancy, or that you feel that you have a particular interest in, or calling for, please put your name forward through a Board member or your Club representative. Just a little help will go a long way.

## **Biathlon Ontario Board Members and related Committees/functions**

(For the Duties of Officers – See Sections 20-26 of the Bylaws of Biathlon Ontario)

- Note: All Board Members and volunteers must be Members of Biathlon Ontario

**PRESIDENT - Chairman of Board & Ex-Officio member of ALL Committees**

**PAST-PRESIDENT - On Board 1 yr. max - Advise/Consult - Ex-Officio on Executive**

**VP ADMINISTRATION - On Executive Committee + Chair in absence of President**

**Responsible for Secretary function - Minutes of BiOn GMs & Board Mtgs.  
- can be separate person(s) designated as Secretary**

**Responsible for Records + Current Procedure & Policy Manual**

**Policy Review Committee - review/create policies for Board discussion  
- needs members - reports to VP Admin.**

**VP FINANCE - On Executive Committee + Chair in absence of Pres. & VP Admin**

**Responsible for Treasurer function & Risk Management  
- can be separate person designated as Treasurer**

**Funding Programs/Grants Committee - needs members  
- reports to Board through VP Finance**

**Fundraising Committee - needs members  
- currently only sales of BiOn clothing/items**

**Equipment Manager - maintains inventory of BiOn equipment with Clubs  
- reports to VP Finance**

**VP TECHNICAL - Primarily responsible for the development of athletes & coaches**

**Coaching Development Coordinator (CDC) - needs person - with Club CDCs**

**Athlete Development Committee (ADC) - needs Chair - has current members**

**Statistician - all athlete results (required by MHP) - needs person**

**Selection Committees for: Quest for Gold funding - set criteria/evaluate**

**Ontario Team for Nationals - set criteria/evaluate**

**Canada Winter Games - set criteria/evaluate**

**Ontario Winter Games - set criteria/evaluate**

**In order to avoid Conflict of Interest situations, Selection Committee Members should not be related to candidates.**

**Team Managers for: Canada Winter Games - assign person**

**Nationals - assign person**

**Ontario team dry-land training camps - assign person**

**Ontario team on-snow training camps - assign person**

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**VP MEMBER & CLUB RELATIONS - Responsible for records, recruitment / communications**

**Membership Records - Coordinator function – person**

**Member / Volunteer Recruitment – person(s)**

**Club Committee - Representatives from Clubs – need Chair/members all clubs ?**

**Athlete representative – need election/appointment by athletes**

**Member Newsletter - needs person(s)**

**VP COMPETITION - primarily responsible for approval/coordination of races  
& development of Officials**

**Club Event Representatives - each club**

**Ontario Championship Committee – needs members**

**Ontario Winter Games Committee - needs members**

**Officials Development Committee - needs members**

**VP COMMUNICATIONS - primarily responsible for public relations**

**Public and Media Relations Committee - needs members**

**Website - assign webmaster and approve on-line publications**

**Promotion & Marketing Committee - needs members**

**Sponsorships Committee - needs members**