
ORGANIZATION

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JOB DESCRIPTION

EXECUTIVE DIRECTOR

- Supervision of support staff and association office operations
- Provide leadership to the day to day administrative, financial and technical affairs of the Association
- Maintain regular contact with the President and other Board members on all affairs of the Association
- Preparation of annual budget in conjunction with Bookkeeper/Secretary and Director of Finance
- Act as a signing officer of the association
- Implementation of policy decisions
- Preparation of all correspondence with the assistance of the Bookkeeper/Secretary
- Oversee the content of the competitions and operations manual
- Develop promotional and marketing materials and initiatives in conjunction with Director of Publicity and Promotion
- Communication with media to provide consistent information regarding OCA matters
- Preparation of verbal and written reports as required
- Provide administrative support to host committees for all OCA championships prior to the event including the preparation of player information and schedules at all levels of the championship
- Organization of ice allocation with member clubs for OCA championships
- Arrange sponsor contracts and follow-up on potential sponsors
- Administration of sponsor contracts to ensure that they are fulfilled
- Attend functions and promotions
- Preparation of agendas and attend meetings of the Board of Directors, Operations Committee, Nominating Committee, Executive Committee and Annual Meeting and provide input as Ex-Officio member
- Preparation of agendas and chair spring and fall Symposiums

- Maintain regular contact with the Chief Executive Officer and staff of the Canadian Curling Association
- Attend National Curling Congress and Canadian Curling Association Annual Meeting as observer
- Attend other meetings as directed
- Answer telephone and direct calls when required
- Perform other duties as required

JOB DESCRIPTION

OCA EVENT CO-ORDINATOR

- Responsible for implementation of OCA Provincial Championship Events and co-ordination with event host committees
- Responsible for timely creation and distribution of all event Competitor Guides
- Responsible for timely creation and distribution of Championship Event Hosting Guides
- Responsible for implementation of OCA Event Media Guides as required
- Work closely with Ontario curling media to ensure that information is prepared and presented in a timely and professional manner
- Provide the lead in the recruitment of future Provincial Championship hosting sites
- Prepare monthly progress reports
- Act as an official-on-call when required
- Post regional results as required
- Perform other duties as required

JOB DESCRIPTION**BOOKKEEPER/SECRETARY**

- Day to day administration of financial affairs and office practices.
- Implementation of policy decisions as directed
- Design and implementation of office systems and procedures
- Maintenance of financial records through entry into “Simply Accounting” computerized system, including account distribution
- Monthly bank reconciliation and financial statements including aged receivables and aged payables
- Collection of unpaid accounts
- Preparation for annual audit including audit working papers
- Assist with preparation of annual budget in conjunction with Executive Director and Director of Finance
- Act as a signing officer of the association
- Administration of invoicing, purchasing, inventory and payroll
- Administration of Member Club Assistance Fund (MCAF) loans.
- Assist with preparation of all correspondence in conjunction with Executive Director
- Assist in the preparation of all press releases and other media requirements
- Preparation of special reports and research as directed by Executive Director
- Assist Executive Director in ensuring that all sponsor contracts are fulfilled
- Assist with the organization of annual Workshop and Annual General Meeting
- Organization of special functions
- Attend functions and promotions as directed
- Attend meetings of the Board of Directors, Executive Committee and Annual Meeting and provide input – take minutes and transcribe
- Answer telephone and direct calls when required
- Perform other duties as assigned

JOB DESCRIPTION**ADMINISTRATIVE CO-ORDINATOR**

- Manage competition entry process including the receipt of zone entries
- Document zone entries in database
- Prepare preliminary recap sheets and provide to all Zone Representatives
- Liaise with Zone Representatives to prepare and approve zone draws
- Receive results, document in database and move competitors to successive levels of play
- Document individual and team withdrawals
- Act as an official-on-call during curling season, if requested
- Edit and distribute regular e-newsletter to Executive Committee and periodic e-newsletters to Club Representatives
- Preparation of documents related to competitions and operation manual
- Preparation and/or administration of all promotional and marketing materials and initiatives
- Liaise with Director of Publicity and Promotion as staff contact on promotional initiatives
- Update the website throughout the year as required
- Provide assistance and support to other staff with respect to database queries and reports
- Maintain e-mail contact listings
- Prepare research and reports as requested
- Attend meetings and competitions as requested
- Answer telephone and direct calls when required
- Perform other duties as assigned

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

- Answer telephone and direct calls
- Enter data into database as directed
- Administration of Smart Serve program
- Administration of Eight Ender program
- Assist with preparation and/or administration of all promotional & marketing materials and initiatives
- Administration of coaching credentials / police checks
- Assist with administration of courses
- Preparation of shipping documents
- Preparation of invoices & purchase orders
- Preparation of mailing labels
- Preparation of bank deposits
- Preparation of cheques in payment of payables
- Pick up and/or delivery of competition materials such as clothing, prizes etc.
- Preparation of correspondence as directed
- Preparation of competition materials as directed
- Assist in preparation of special reports & research
- Maintenance of filing system
- Maintenance of inventory records and perform year-end inventory counts
- Perform other duties as assigned

Note: The Administrative Assistant works up to one-half of the time for Ontario Curling Council and the OCA invoices Ontario Curling Council for this service at an agreed-upon rate.

JOB DESCRIPTION**OFFICE ASSISTANT**

- Preparation of all association mailings including photocopying and collating of documents
- Photocopying and collating of all competition materials and handouts
- Photocopying of all materials used for promotion and display
- Preparation and updating of display units with handout information for use by member clubs
- Scheduling of award presentations, display units and time clocks
- Data entry as directed
- Source out and liaise with suppliers of clothing, crests, prizes, pins, banners, plaques, signs, decals, printed matter, etc.
- Liaise with national association to prepare teams going to national competitions
- Scheduling of OCA officials for various events
- Attend competitions as required
- Preparation of competition and club draws as requested
- Preparation and delivery of bank deposits
- Preparation of purchase orders
- Maintenance, pick-up and/or delivery of competition materials, including preparation of outgoing shipments
- Preparation of shipping documents/manifests
- Assist in preparation of special reports and research as required
- Maintenance of inventory records and perform year-end inventory counts
- Answer telephone and direct calls when required
- Maintenance and regular repairs of office
- Perform other duties as assigned

Note: The Office Assistant works for Ontario Curling Council when required and the OCA invoices Ontario Curling Council for the number of hours worked.

JOB DESCRIPTION**TECHNICAL CO-ORDINATOR**

- Liaise with CCA Director of High Performance & other provincial/territorial co-ordinators regarding all technical program policies
- Direct and co-ordinate training activity for coaches, LFs, instructors, officials & ice technicians in the OCA jurisdiction
- Handle inquiries regarding coaching, ice technician and officiating courses
- Ensure that proper fees, records, etc. are sent to the CCA & NCCP
- Review coaching evaluation submissions as required
- Co-ordinate the scheduling of coaching evaluations as required
- Liaise with Ministry of Tourism, Culture & Sport and Sport Alliance of Ontario as required
- Maintain an inventory of all OCA equipment, learning materials and supplies and replenish and/or make purchases where required
- Co-ordinate preparation of course material as required
- Review course materials as required
- Attend NCC Technical Conference if required
- Liaise with OCC regarding preparation of annual base grants
- Preparation of projects grants for OCA as required
- Preparation of technical report for OCA AGM
- Perform other duties as assigned

JOB DESCRIPTION**PRESIDENT**

- Act as the Chief Executive Officer of the association
- Sit as a Director on the Board of Directors of the association
- Act as a signing officer of the association
- Sit as a member of the Nominating Committee
- Chair all meetings of the Board of Directors, Operations Committee, the Executive Committee and the Annual Meeting
- Maintain regular contact with the Executive Director, other office staff and other Board members on all affairs of the Association
- Maintain regular contact with the Chief Executive Officer, directors and staff of the Canadian Curling Association
- Attend the National Curling Congress and the Canadian Curling Association Annual Meeting as a delegate
- Attend provincial championships and if unable to attend, arrange for another Board member to represent him/her
- Attend and represent the association at various social functions and presentations
- Attend other meetings as required
- Preparation of reports and research as requested

JOB DESCRIPTION**PAST PRESIDENT**

- Sit as a Director on the Board of Directors of the association
- Attend all meetings of the Board of Directors, Operations Committee, the Executive Committee and the Annual Meeting
- Chair all meetings of the Nominating Committee
- Maintain contact with the Executive Director, other office staff and Board members
- Attend and represent the association at various social functions and presentations
- Attend other meetings as required
- Preparation of reports and research as requested

JOB DESCRIPTION**VICE PRESIDENT**

- Sit as a Director on the Board of Directors of the association
- Attend all meetings of the Board of Directors, Operations Committee, the Executive Committee and the Annual Meeting
- Chair all meetings of the Board of Directors, the Executive Committee and the Annual Meeting in the absence of the President (if first Vice President)
- Act as a signing officer of the association
- Sit as a member of the Nominating Committee
- Maintain contact with the Executive Director, other office staff and Board members
- Attend and represent the association at various social functions and presentations
- Attend other meetings as required
- Preparation of reports and research as requested

JOB DESCRIPTION**DIRECTOR OF FINANCE**

- Sit as a Director on the Board of Directors of the association
- Attend all meetings of the Board of Directors, the Executive Committee and the Annual Meeting
- Liaise with the office staff for the preparation of the annual budget
- Liaise with the auditors with respect to the issuance of the audited financial statements
- Act as a signing officer of the association
- Act as Treasurer of the Board of Administrators for the Member Club Assistance Fund
- Maintain contact with the Executive Director, other office staff and Board members
- Attend and represent the association at various social functions and presentations
- Attend other meetings as required
- Preparation of reports and research as requested

JOB DESCRIPTION**DIRECTOR OF DEVELOPMENT**

- Sit as a Director on the Board of Directors of the association
- Attend all meetings of the Board of Directors, the Executive Committee and the Annual Meeting
- Select members to sit on a Development Committee
- Chair all meetings of the Development Committee
- Liaise with the office staff for the preparation and implementation of Development Committee programs
- Liaise with the Canadian Curling Association and Ontario Curling Council with respect to their involvement with Development Committee programs
- Maintain contact with the Executive Director, other office staff and Board members
- Attend and represent the association at various social functions and presentations
- Attend other meetings as required
- Preparation of reports and research as requested

JOB DESCRIPTION**DIRECTOR OF PUBLICITY AND PROMOTION**

- Sit as a Director on the Board of Directors of the association
- Attend all meetings of the Board of Directors, the Executive Committee and the Annual Meeting
- Select members to sit on a Promotion Committee
- Chair all meetings of the Promotion Committee
- Liaise with the office staff for the preparation and implementation of Promotion Committee programs
- Liaise with the Canadian Curling Association and Ontario Curling Council with respect to their involvement with Promotion Committee programs
- Maintain contact with the Executive Director, other office staff and Board members
- Attend and represent the association at various social functions and presentations
- Attend other meetings as required
- Preparation of reports and research as requested

JOB DESCRIPTION**DIRECTOR, ONTARIO CURLING COUNCIL LIAISON**

- Sit as a Director on the Board of Directors of the association
- Attend all meetings of the Board of Directors, the Executive Committee and the Annual Meeting
- Sit as a Council Member of the Ontario Curling Council and report to the OCA Board.

JOB DESCRIPTION

DIRECTOR OF MEN'S COMPETITIONS

- Sit as a Director on the Board of Directors
- Attend all meetings of the Board of Directors, the Executive Committee, Rules Committee and the Annual Meeting
- Maintain regular contact with the representative in each zone who is responsible for men's competitions
- Maintain regular contact with the Zone Liaisons and Zone Representatives
- Attend some fall zone meetings, zone rules meetings and spring Symposiums
- Attend OCA competitions as requested by staff
- Provide input with respect to rules and the Rules Supplement
- Maintain contact with the Executive Director, other office staff and Board members
- Attend and represent the association at various social functions and presentations
- Attend other meetings as required
- Preparation of reports as requested

JOB DESCRIPTION**DIRECTOR OF WOMEN'S COMPETITIONS**

- Sit as a Director on the Board of Directors
- Attend all meetings of the Board of Directors, the Executive Committee, Rules Committee and the Annual Meeting
- Maintain regular contact with the representative in each zone who is responsible for women's competitions
- Maintain regular contact with the Zone Liaisons and Zone Representatives
- Attend some fall zone meetings, zone rules meetings and spring Symposiums
- Attend OCA competitions as requested by staff
- Provide input with respect to rules and the Rules Supplement
- Maintain contact with the Executive Director, other office staff and Board members
- Attend and represent the association at various social functions and presentations
- Attend other meetings as required
- Preparation of reports and research as requested

JOB DESCRIPTION**DIRECTOR OF YOUTH COMPETITIONS**

- Sit as a Director on the Board of Directors
- Attend all meetings of the Board of Directors, the Executive Committee, Rules Committee and the Annual Meeting
- Maintain regular contact with the representative in each zone who is responsible for junior competitions
- Maintain regular contact with the Zone Liaisons and Zone Representatives
- Attend some fall zone meetings, zone rules meetings and spring Symposiums
- Attend OCA competitions as requested by staff
- Provide input with respect to rules and the Rules Supplement
- Liaise with the Chair of the Ontario School Curling Committee
- Maintain contact with the Executive Director, other office staff and Board members
- Attend and represent the association at various social functions and presentations
- Attend other meetings as required
- Preparation of reports as requested

JOB DESCRIPTION

DIRECTOR OF RULES AND OFFICIALS

- Sit as a Director on the Board of Directors of the association
- Attend all meetings of the Board of Directors, the Executive Committee and the Annual Meeting
- Chair meetings of the Rules Committee
- Provide input with respect to rules and the Rules Supplement
- Provide input to and work with the OCA Event Co-Ordinator in the selection of officials
- Maintain contact with the Executive Director, other office staff and Board members
- Attend and represent the association at various social functions and presentations
- Attend other meetings as required
- Preparation of reports and research as requested

JOB DESCRIPTION**DIRECTOR OF OFFICIALS**

- Sit as a Director on the Board of Directors of the association
- Attend all meetings of the Board of Directors, the Executive Committee, Rules Committee and the Annual Meeting
- Provide input with respect to rules and the Rules Supplement
- Provide input to and work with the Executive Director in the selection of officials
- Maintain contact with the Executive Director, other office staff and Board members
- Attend and represent the association at various social functions and presentations
- Attend other meetings as required
- Preparation of reports and research as requested

JOB DESCRIPTION

ZONE REPRESENTATIVE

- Sit as a voting member on the Executive Committee
- Attend all meetings of the Executive Committee and the Annual Meeting
- Maintain regular contact with the appropriate Director of Competitions
- Maintain regular contact with the Zone Liaison
- Maintain contact with and provide support to the Associate Zone Representative and Zone Youth Co-ordinator in their zone
- Maintain regular contact with appropriate Club Representatives and ensure that they are familiar with the Operations Manual
- Work with clubs and teams to ensure that playdowns are operated in a complete manner according to the Operations Manual
- Attend zone and regional playdowns for which they are responsible and if unable to attend inform the office prior to the date of the playdown
- Forward agenda items for the fall zone meeting, zone rules meeting, spring Symposium and any other meetings to the office, which will in turn forward a notice of meeting to the clubs
- Attend fall zone meeting, zone rules meeting and spring Symposium and arrange for minutes to be taken, transcribed and forwarded to the office within 2 weeks after the completion of the meeting
- Maintain regular contact with the office
- Attend and represent the association at various social functions and presentations
- Attend other meetings as required
- Preparation of reports and research as requested

JOB DESCRIPTION**ASSOCIATE ZONE REPRESENTATIVE**

- Maintain regular contact with the appropriate Director of Competitions
- Maintain regular contact with the Zone Representative
- Maintain regular contact with appropriate Club Representatives and ensure that they are familiar with the Operations Manual
- Work with clubs and teams to ensure that playdowns are operated in a complete manner according to the Operations Manual
- Attend zone and regional playdowns for which they are responsible and if unable to attend, inform the office prior to the date of the playdown
- Attend fall zone meeting, zone rules meeting and spring Symposium
- Maintain regular contact with the office
- Attend and represent the association at various social functions and presentations
- Attend other meetings as required
- Preparation of reports as requested

JOB DESCRIPTION**ZONE YOUTH CO-ORDINATOR**

- Maintain regular contact with the Director of Youth Competitions.
- Maintain regular contact with the Zone Representative
- Maintain regular contact with appropriate Club Representatives and ensure that they are familiar with the Operations Manual
- Work with clubs and teams to ensure that playdowns are operated in a complete manner according to the Operations Manual
- Attend zone and regional playdowns for which they are responsible and if unable to attend inform the office prior to the date of the playdown
- Attend fall zone meeting, zone rules meeting and spring Symposium
- Maintain regular contact with the office
- Attend and represent the association at various social functions and presentations
- Attend other meetings as required
- Preparation of reports and research as requested

JOB DESCRIPTION

ZONE LIAISON

- Sit as a voting member on the Executive Committee
- Attend all meetings of the Executive Committee and the Annual Meeting
- Maintain regular contact with the Directors of Competitions
- Maintain regular contact with the Zone Representatives
- Provide support to the Zone Representatives
- Work with Zone Representatives to ensure that playdowns are operated in a complete manner according to the Operations Manual
- Attend selected zone playdowns and all regional playdowns within their jurisdiction
- Attend fall zone meetings, zone rules meetings and spring Symposiums in their region
- Maintain regular contact with the office
- Attend and represent the association at various social functions and presentations
- Attend other meetings as required
- Preparation of reports and research as requested

JOB DESCRIPTION**ATHLETES' REPRESENTATIVE**

- Sit as a voting member on the Executive Committee of the association
- Attend all meetings of the Executive Committee, Rules Committee and the Annual Meeting
- Maintain contact with the Executive Director and other office staff
- Provide input from all curlers to office
- Assist in the preparation of curler surveys when requested
- Attend other meetings as required
- Preparation of reports and research as requested

JOB DESCRIPTION**MEMBER-AT-LARGE**

- Sit as a voting member on the Executive Committee of the association
- Attend all meetings of the Executive Committee and the Annual Meeting
- Maintain contact with the Executive Director and other office staff
- Attend and represent the association at various social functions and presentations
- Attend other meetings as required
- Preparation of reports and research as requested