

CHCC - Day Men President's Duties

Carleton Heights Curling Club Day Men President

- 1- With respect to the operation of the Day Men Group:
 - a) Function as Chairman of the Day Men Group and in such capacity be responsible to the President, CHCC for the effective operation and administration of the group.
 - b) Act as Chairman of the Day Men Executive Committee for the period from April to the following April, the exact dates to be determined by the days selected for a general meeting of the Group.
 - c) Assign duties to other members of the Executive Committee comprised of the following offices:
 1. Vice-President
 2. Treasurer
 3. Membership
 4. Match
 5. Special Events
 6. Catering
 7. Friendlies
 8. Golf
 9. Alumni Coordinator
 10. Alumni Committee
 11. Competitive Curling
 - d) Establish a bank account for the Group funds and together with the Treasurer and Vice-President, act as a signing officer for cheques.
 - e) Conduct a general meeting of the members at least once per year in April
 1. Report the financial status of the Group and seek approval of the financial report.
 2. Hold an election of officers for the forthcoming season.
 - f) Negotiate with the Club Manager for ice allocation for the Day Men Group and coordinate the proposed activities of this group with the Club's activities.

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- g) Plan and organize, together with Executive members, a schedule of activities for the curling season.

Organize the December Christmas lunch funspiel by:

- Creating the sign-up sheet
- Creating the teams of players
- Order Chinese food through the Club Manager

Organize the April AGM lunch funspiel.

- Creating the sign-up sheet
- Creating the teams of players
- Order pizza through the Club Manager

- h) Inform the Club Manager of any proposed change in schedule and ice use.
- i) Inform the members of any changes in Club policy, administration and house rules which affect the membership.
- j) Arrange with the Club Manager for keys, together with security codes, to the Club main door to be allocated to a few members of the Day Men Group.
- k) Assist the Club in supplying umpires, timers and other helpers as required for special events conducted by the Club
- l) Supervise the activities of the members of the Executive team to ensure that plans and other activities are performed satisfactorily.
- m) Represent the Day Men Group at meetings of the Club Executive.
- n) Prepare and present to the Club Executive an annual report on the activities of the Day Men's Group
- o) Ensure that the Nominating Committee, Chaired by the Past President, develops a list of members prepared to serve as the Group's Executive for the forthcoming year and that such report be tabled at the Annual General Meeting of the Day Men Group in April.

2. With respect to the duties as member of the Club Executive:

- a) Attend Club Executive meeting when called by the Club President.
- b) Present the views of the Day Men Group on matters which may affect the operations of the Group
- c) Participate in the activities of any sub-committees or other appointment which has been assigned by the Club President.