



145 Pacific Ave. Winnipeg, Manitoba R3C 2Z6

Tel: (204) 925-5775 Fax: (204) 925-5929

info@basketballmanitoba.ca

www.wwbl.redzoneleagues.com

Job Descriptions

Executive Board Members:

Chair – *Liz Pham (2012-2013 Season)*

Responsibilities Include:

- Overseeing the entire league
- Ensuring each board position is voted in and assigned
- Future planning of the WWBL with the other executive board members
- Planning and scheduling of the AGM (Annual General Meeting) to take place at the beginning of the season in September and the SAGM (Semi-Annual General Meeting) at the end of the season in April
- Chairing the AGM and SAGM
- Handling escalated issues within the league
- Titled signing authority to the WWBL bank account
- Taking on any roles not filled within the league's executive team

Vice Chair – VACANT

Responsibilities Include:

- Taking on as "acting Chair" in the absence of the Chair
- Assisting in future planning of the WWBL
- Ensuring all final game scores are up to date, working with all Division Conveners

Secretary – VACANT

Responsibilities Include:

- Taking minutes at both the AGM and SAGM
- Taking on administrative roles that include: Dropbox, preparation of documents, etc.
- Preparing documents for the AGM and SAGM
- Updating current information onto league website

Treasurer – VACANT

Responsibilities Include:

- Titled authority to the WWBL bank account
- Issuing and signing cheques on behalf of the league (co-signed with Chair)
- Paying all league fees (ie. Gyms, referees, scorekeepers)
- Depositing all league cheques
- Updating league's financial statement(s) for the SAGM
- Preparation of a new financial template for the AGM of the new upcoming season
- Keeping track of all revenues and costs of the league



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Advisory Board Members:

Scheduler – Jen Johnson

Responsibilities Include:

- Collaboratively working on the schedule with the facilities' coordinator and Chair on the regular and playoff schedule
- Creating a schedule/spreadsheet readily available for distribution
- Updating the league's schedule onto website (Red Zone)

Facilities Coordinator – Adele Domenco

Responsibilities Include:

- Contacting facility directors of all gyms and reserving gym times
- Communicating the reserved gym times to Chair and Scheduler
- Confirming costs of reserved gym times and communicating to Chair and Treasurer

Referee Coordinator – Lesley Hildebrand

Responsibilities Include:

- Contacting the Referees Association (Wes Crymble) to ensure games have referees
- Communicating the league schedule to the Referees Association
- Communicating costs/invoices of referees to Chair and Treasurer

Scorekeeper Coordinator – VACANT

Responsibilities Include:

- Recruiting and scheduling 2 scorekeepers per game
- Ensuring scorekeepers sign the league's contract and communicating expectations of the position to both scorekeepers and parents of scorekeepers
- Coaching the scorekeepers if required
- Ensuring any escalated issues are brought to the Chair's attention
- Keeping track of scorekeepers' pay

Marketing Coordinator – VACANT

Responsibilities Include:

- Collaboratively working with Chair and Vice Chair on strategies to grow and sustain the league
- Recruiting new players/teams
- Social media upkeep of WWBL (ie. Facebook, Twitter, etc.)
- Seeking out fundraiser ideas and sponsors



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Division Conveners:

Division 1 – *Shannon Larkins*

Division 2 – VACANT

Division 3 – *Lesley Hildebrand*

Division 4 – *Caitlin Liewicki*

Responsibilities Include:

- Collecting final game scores within the same week played
- Updating the league's website with final game scores
- Communicating any issues with obtaining final game scores to Chair