

# TOURNAMENTS COMMITTEE TERMS OF REFERENCE

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Criteria for Hosting Tournaments

## **8. Duties and Responsibilities of the Directors**

### **8.1**

The President shall preside at all meetings of the NL WTF TKD and at all BOD meetings as Chairperson. The President shall have a vote at all general meetings of the NL WTF TKD and be the chief spokesperson for the Association. The President of the NL WTF TKD serves on the Board of Directors of the WTF Taekwondo Association of Canada.

### **8.2**

The Vice-President shall, in the absence of the President, assume all powers and perform all duties of the President. The VP shall Chair the Constitution Committee and be the official Association liaison to Sport Newfoundland and Labrador and the provincial government department of Tourism, Culture and Recreation. In the event where the President is not able to attend National meetings, the Vice president will attend in his/her place.

### **8.3**

The Secretary shall give notice of all meetings of the NL WTF TKD and attend all meetings of the BOD. The Secretary shall record the proceedings of all meetings and maintain such records in a book of minutes and perform any similar duties as may be required.

### **8.4**

The Treasurer shall take charge of all monies belonging to the NL WTF TKD and direct payment of money by cheques, which would normally have been signed by the Treasurer and one of the President, Vice-President or Secretary. The Treasurer shall obtain original receipts and present a yearly audited financial report at the Annual General Meeting of the NL WTF TKD. The Treasurer or designate shall also deposit all monies and other assets of the NL WTF TKD in such depositories as may be designated by the BOD. The Treasurer shall make recommendations to the Board of Directors on all proposed financial matters related to expenditures and other financial issues. The Treasurer shall present a proposed budget at each BOD Meeting at the AGM, recommending membership fees, other revenue sources, expenditures, etc.

In order to facilitate the orderly, timely and accurate preparation of the financial records and reports of the Association, it is recommended the Treasurer be a qualified and experienced accountant or have access to a qualified accountant who would hold one of the following accounting designations; Chartered Accountant; Certified Managerial Accountant or Certified General Accountant.

## **8.5**

The Membership Director will distribute membership forms and identification cards as well as maintain the provincial membership database. All inquiries regarding membership in the NL WTF TKD Association should be directed through the Membership Director.

## **8.6**

The Coaching Chair shall be responsible for developing and maintaining liaisons with the province of Newfoundland and Labrador's Coaching Coordinator as well as the WTF Taekwondo Association of Canada's Coaching Chair for the coordination of all coaching courses and training. He or she will play a key role in the development of policies and guidelines surrounding the qualifications, ethics and sanctioning of coaches as well as the development of guidelines for selecting coaches for the Provincial Team. The Coaching Chair must be qualified under the National Coaching Certification Program and as an instructor in Taekwondo.

## **8.7**

The Referee Chair shall develop and maintain liaison with the WTF Taekwondo Association of Canada's Referee Chairperson and will be responsible for coordinating all officials' and judges' courses and training. He or she shall be highly involved in developing policies and guidelines for the selection of all officials for provincially sanctioned competitions, in particular those leading to National competitions, as well as maintaining a code of conduct and sanctioning procedures. The Referee Chair must be in possession of current National Referee status and have significant officiating experience.

## **8.8**

The Competition Chair shall coordinate a series of provincially sanctioned competitions, in particular those that lead to national and international competitions. The Competition Chair will be responsible for the development of policies and requirements for those wishing to hold provincially sanctioned events and review all applications to ensure those requirements are met.

## **8.9**

The Immediate Past President is a privileged member of the BOD whose main responsibilities are to serve as an advisor to the new BOD and be Chairperson of the NL WTF TKD Nominating Committee. The Immediate Past President shall have voting privileges.