

Vice President – League Development (elected) (2 YEARS)

1. Be responsible for all aspects of Player/Coach Development and clinics
 - *Winter Skills
 - *Try Lacrosse
 - * Goalie Clinics
 - * Coaching Clinics
2. Be the OMLA Zone Representative and attend all Zone meetings as required.
3. Be a signing officer of the OMLA
4. Will assume any Past President duties in their absence as required.
5. Develop and run all special clinics and training exercises.
6. Carry out other duties as assigned by the Board of Directors

Vice President – Representative (elected) (2 YEARS)

1. Responsible for all aspects of the OMLA representative box teams
2. Oversee the selection process of all Representative coaches
3. Follow-up with Player/Coach suspensions/fines/discipline
4. Liaison between all Rep Coaches and the Executive
5. Submit the Rosters for all Representative Teams to the Registrar
6. Work with the Treasurer to ensure all fees have been paid
7. Ensure all Rep teams have played at least 10 games before July 1 deadline
8. Submit and mail home game scores and game sheets to the Zone on a weekly basis
9. Ensure selection of year-end award winners
10. Attend monthly Board meetings
11. Help Co-ordinate Picture Day
12. Follow up to ensure return of all team jerseys/equipment
13. Carry out other duties as assigned by the Board of Directors

Vice President – Girls Field (elected) (2 YEARS)

1. Responsible for all aspects of the Girls Field Program
2. Oversee all positions pertaining to girls field lacrosse
3. Oversee the selection process of all Girls Field Coaches
4. Attend all Zone and OWL meetings
5. Present Zone/OWL directives at monthly Board meetings
6. Player/coach/parent discipline in breach of OMLA Code of Conduct
7. Work with the Treasurer to ensure all league fees have been paid
8. Submit the Rosters for all Field Teams to the Registrar
9. Work with the Treasurer to ensure all fees have been paid
10. Work with Scheduler to schedule fields for practice time
11. Ensure all coaches/managers receive weekly schedules
12. Follow up to ensure return of all team jerseys/equipment
13. Ensure selection of year-end award winners
14. Attend monthly Board meetings
15. Help Co-ordinate Picture Day
16. Carry out other duties as assigned by the Board of Directors

Treasurer (elected) (2 YEARS)

1. Responsible for all of the financial accounting of the OMLA
2. Sign all financial documents of the OMLA
3. Responsible for the budget
4. Responsible for providing detailed financial statements at each meeting.
5. Notify OMLA members of delinquent accounts and collection thereof.
6. Responsible for OMLA post office and/or collection of mail
7. Main financial contact with the OLA and responsible for OLA remittances

8. Carry out other duties as assigned by the Board of Directors

*an individual with strong bookkeeping knowledge is preferred

Secretary (elected) (1 YEAR)

1. Receive and disburse all correspondence

2. Record and distribute minutes and attendance of all Board, Annual and Special meetings of the OMLA

3. Assist other board members with correspondence

4. In conjunction with the President, devise, prepare and distribute an agenda in advance of a meeting

5. File yearly "Notice of Change" with Ministry of Comm. and Cons. Affairs

6. Carry out other duties as assigned by the Board of Directors

Scheduler (elected) (1 YEAR)

1. Primary contact with the City of Orillia for all floor, field and meeting space rentals

2. Responsible for booking all floor time requirements for the OMLA including both indoor and outdoor facilities

3. Responsible for obtaining a signing officers signature on all floor time contracts prior to submission

4. Responsible for all scheduling of OMLA games and practices

5. Responsible for informing Referee-in-Chief, and appropriate VP's of all scheduling changes

6. Attend Zone 4 scheduling meeting as required

7. Work with Representative teams to ensure proper scheduling of nonzone games

8. Ensure all schedules are posted on website

9. Schedule floor time for the Orillia Tournament

10. Carry out other duties as assigned by the Board of Directors

Equipment Room Manager (elected) (1 YEAR)

1. Responsible for equipment purchases, control assignments, storage, distribution and recollection.
2. Liaise with appropriate Directors for the disbursement and recollection of jerseys and or equipment
3. Responsible for trophy purchases and control
4. Order/supply/maintain all apparel purchases for the OMLA with Board approval
5. Repair and maintain equipment and jerseys
6. Maintain and organize Equipment Room
7. Responsible for maintaining a list of all Equipment Room Key Holders
8. Carry out other duties as assigned by the Board of Directors

Sponsorship/Fundraising (elected) (1 YEAR)

1. Responsible for all aspects of sponsorships,
for all programs
2. Obtain quotes and order sponsor bars as required by the OMLA
3. Responsible for arranging team photos for the Association
4. Distribute Appreciation Pictures/Plaques to all OMLA sponsors
5. Investigate and present viable league fundraising opportunities to the Board
6. Implement and manage Board approved league fundraising activities
7. Present any individual team fundraising requests to the Board for approval.
8. Carry out other duties as assigned by the Board of Directors

Tournament Coordinator(elected) (1 YEAR)

1. Responsible for coordinating all aspects of OMLA tournaments
2. Responsible for the recruitment and scheduling of required volunteers for the tournament

3. Responsible for all OLA required documents and submission of paperwork
4. Responsible for working with the Scheduler and Referee-in-Chief in regards to tournament requirements. (or other appropriate Directors as needed)
5. Carry out other duties as assigned by the Board of Directors

Website (elected) (1 YEAR)

1. Responsible for all content and management including updates and changes to the OMLA website.
2. Responsible for Press Releases
3. Coordinate all areas of publicity, advertising and public relations of the OMLA
4. Develop and institute a promotional campaign to increase awareness of minor lacrosse
5. Work with Board Members to publicize and promote all future and ongoing programs of the OMLA
6. Carry out other duties as assigned by the Board of Directors

Social Media/Promotions (elected) (1 YEAR)

1. Coordinate all areas of publicity, advertising and public relations of the OMLA
2. Develop and institute a promotional campaign to increase awareness of minor lacrosse
3. Work with Board Members to publicize and promote all future and ongoing programs of the OMLA
4. Carry out other duties as assigned by the Board of Directors