

## GLOVERTOWN HURRICANES GYMNASTICS CLUB

10 Penney's Brook Rd, Glovertown NL, A0G 2L0

Phone: 709-533-8668

Email: [glovertowngymnastics@gmail.com](mailto:glovertowngymnastics@gmail.com)

Website: <https://glovertownhurricanes.uplifterinc.com/>



### Board of Directors – Roles & Responsibilities

#### Overview of the Board

The Board of Directors is responsible for the overall governance, strategic direction, and operational support of the Glovertown Hurricanes Gymnastics Club (GHG). Board members work collaboratively to ensure the club is operating effectively, safely, and in alignment with the standards set by Gymnastics Newfoundland and Labrador (GNL).

GHG operates as a working board, meaning members contribute to both governance and day-to-day operations alongside coaches.

#### Board members are expected to:

- Act in the best interest of the club and its members
- Attend regular meetings and the Annual General Meeting (AGM)
- Support club initiatives, events, and fundraising efforts
- Uphold all policies, procedures, and codes of conduct

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#### Board Composition

In accordance with the by-laws, the Board of Directors may include, but is not limited to:

- President
  - Vice President
  - Secretary
  - Treasurer
  - Immediate Past President
  - Member(s) at Large
  - Meets & Special Events (Events Coordinator)
  - Community Advisor
  - Recreational Program Coordinator (ex officio)
  - Head Coach (ex officio)
  - Chairpersons of Standing Committees (as established by the Board)
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### President

The President provides leadership and oversight for all club operations.

#### Responsibilities include:

- Chair all meetings, including AGM and parent sessions
  - Serve as primary contact with GNL
  - Oversee club operations and ensure compliance with policies
  - Support all board members and coaches
  - Ensure Code of Conduct policies are enforced
  - Organize major club events (AGM, Awards Night, etc.)
  - Maintain signing authority on bank accounts
  - Ensure coaching standards align with Gymnastics Canada and GNL
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### Vice President

The Vice President supports the President and assists in all areas of club operations.

#### Responsibilities include:

- Act as liaison between coaches and board
  - Assist with scheduling, planning, and communications
  - Support competition registrations and logistics
  - Lead recruitment and major initiatives
  - Step in for the President when required
  - Assist in organizing events and enforcing club policies
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### Treasurer

The Treasurer oversees all financial matters of the club.

#### Responsibilities include:

- Maintain accurate financial records
- Present financial reports at meetings and AGM
- Track memberships, fees, and outstanding balances
- Manage deposits, payments, and fundraising funds
- Ensure compliance with licensing for fundraising activities
- Maintain signing authority on bank accounts

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### Secretary

The Secretary manages communication and record-keeping.

#### Responsibilities include:

- Record and distribute meeting minutes
  - Manage club email and correspondence
  - Maintain social media and communication platforms
  - Register members, coaches, and volunteers with GNL
  - Submit reports and maintain documentation
  - Support communication with members and the community
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### Recreational Director

Responsible for the development and oversight of recreational programming.

#### Responsibilities include:

- Develop and manage recreational programming
  - Support and supervise coaches
  - Ensure safety standards are upheld
  - Communicate with parents regarding programming
  - Address concerns and provide feedback to the board
  - Assist with coach development and training opportunities
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### Director at Large

General board members who support various club operations.

#### Responsibilities include:

- Attend meetings and contribute to decisions
  - Assist with registration, fundraising, and events
  - Support communication and club initiatives
  - Help organize recognition and awards
  - Assist with athlete and parent engagement activities
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### Meets & Special Events (Event Coordinator)

The Event Coordinator is responsible for planning, organizing, and executing club events throughout the season. This role helps ensure events run smoothly and reflect the positive culture of GHG.

#### Responsibilities include:

- Plan and coordinate all club events (e.g., year-end show, theme weeks, Gymathon, holiday events, competitions support activities)
- Develop event timelines, task lists, and volunteer coordination
- Work closely with the Vice President, coaches, and board members on event execution
- Coordinate logistics such as venue setup, equipment, decorations, and scheduling
- Assist with promotion of events through social media and communication channels
- Support fundraising events and initiatives
- Ensure events align with club policies, safety standards, and branding
- Conduct post-event reviews to improve future events

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### Community Advisor

The Community Advisor provides an external, objective perspective to support the Board of Directors in making informed, balanced decisions. This role is intended to bring additional expertise, community insight, and strategic guidance that may not exist within the current membership.

#### Responsibilities include:

- Provide impartial advice and recommendations to support effective decision-making
- Offer expertise in areas such as governance, business operations, fundraising, community engagement, or strategic planning
- Share insights on community needs, partnerships, and opportunities that may benefit the club
- Support long-term planning and sustainability of the organization
- Contribute to discussions with a neutral, non-member perspective
- Assist in identifying risks, challenges, and opportunities for growth
- Act as a liaison between the club and the broader community when appropriate
- Support board initiatives, projects, and special events as needed

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### Head Coach (Ex Officio)

The Head Coach serves as a key leader within the club's technical operations and acts in an advisory capacity to the Board of Directors. This role is responsible for overseeing the coaching team and ensuring that all programming is delivered safely, effectively, and in alignment with Gymnastics Newfoundland and Labrador (GNL) and Gymnastics Canada standards.

### Responsibilities include:

- Oversee the planning and delivery of all recreational and competitive programs
- Supervise, mentor, and support all coaches within the club
- Ensure all coaching practices meet safety standards and certification requirements
- Provide input to the Board on programming, athlete development, and operational needs
- Assist in athlete assessments, progression, and competition readiness
- Support the development and implementation of training plans and schedules
- Promote a positive, inclusive, and athlete-focused environment
- Communicate effectively with the Board regarding program updates, needs, and concerns
- Ensure equipment is used safely and report any concerns to the Board

*Note: The Head Coach serves as an ex officio member of the Board and participates in discussions in an advisory capacity.*

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### Standing Committees

The Board of Directors may establish Standing Committees to support the effective operation of the club, as outlined in the by-laws. These committees allow for shared responsibility and focused attention on key areas of club operations.

### Standing Committees may include, but are not limited to:

- Registration
- Fundraising
- Meets & Special Events
- Equipment
- Uniform & Travel
- Public Relations

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### Responsibilities of Standing Committees:

- Support the planning and execution of activities within their assigned area
- Work collaboratively with Board members, coaches, and volunteers
- Develop plans, timelines, and recommendations for Board consideration
- Assist in achieving club goals and initiatives
- Report updates, progress, and any concerns to the Board of Directors

### Committee Chairpersons:

- Each committee shall have a Chairperson appointed by the Board of Directors
- The Chairperson is responsible for coordinating committee activities and communication
- The Chairperson may serve as a voting member of the Board, in accordance with the by-laws
- The Chairperson ensures that committee work aligns with club policies and objectives

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### Commitment Expectations

Board members are expected to:

- Attend monthly meetings and the AGM
- Contribute approximately 5–10 hours per month
- Actively participate in committees, events, and club initiatives

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### Terms of Office

- President: Two (2) year term
- All other positions: Elected annually at the AGM
- Positions take effect immediately following the AGM

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### Eligibility

Any individual in good standing, including members of the community, may be eligible for nomination and election.