



BOARD PORTFOLIO ASSIGNMENTS

Jade DeSmidt - President – Administration, Strategy and Relations

- Human resources
- Legal services
- Member/Community relations
- Strategic planning
- Parks and Recreation District representation
- Board coordination

Dave Spickler – Vice President – Relations and Policies

- Work through issues that arise within the Board and Employee policy manuals and work with the Business and Community Coordinator to make recommendations and follow up on new/revised policies
- Ensure the by-laws of the academy are adequate. Bring forth any revisions to the by-laws that may be needed
- Member/Community relations
- Strategic planning
- Parks and Recreation District representation

Gina Sondeland – Treasurer – Finance

- Review the monthly financial statements as provided by outside accountant
- Work with the staff in developing annual operating and capital budgets
- Work with the staff to engage outside accountants
- Work with outside accountants to prepare taxes and ensure return is filed in an accurate and timely manner
- Ensure financial controls are adequately maintained
- Work with the staff to ensure all regulatory filings are completed on a timely basis

Trisha Morrell – Secretary

- Management of board meeting agendas
- Management of board website communication and content
- Meeting room scheduling and coordination
- Document and maintain accurate meeting minutes

Justine Movchan – Director – Insurances, Governance and Board/Staff Relations

- Ensure health insurance alternative is optimized for both eligible employees and the academy, considering benefits to participants and costs to the academy
- Work with Facility Manager to ensure board and academy insurances are up to date and adequate
- Review employee offerings with Facility Manager in June to coordinate coverage for the following year
- Assist the recreation and team programs portfolio holder to support those programs
- Ensure the Board operates with good governance

Germain Krueger – Director – Recreation and Team Programs

- Provide support for the recreation and team programs

Brady Dutchak – Director – Marketing/Fundraising

- Work with the Business and Community Coordinator on a fundraising goal and plan
- Work with the Business and Community Coordinator on marketing ideas for the academy
- Work with meet director and the Business and Community Coordinator in meet planning and volunteer coordination