

Responsibility & Commitment

The Board of Directors of the Durham Region Special Olympics Sports Council meets Wednesday evenings from September to June and there is an expectation that members of the board will attend the meetings.

Each Board Member is expected to participate in one of the Standing Committees. Information on the committees can be found in our Constitution and Bylaws that is posted on our website.

There can be events throughout the year that the Durham Region Special Olympics Sports Council may host or participate in and Board Members will be asked to attend and/or help with the event.

An interest in the concept of Special Olympics and providing an active role in improving the sport opportunities in the Durham Region.

Special Olympics is a worldwide program providing year-round sports training and competition for people with an intellectual disability. Sport Canada recognizes the Special Olympics organization as the main provider of these services for people with intellectual disabilities, although some participants may also have physical challenges.

Vision

To create awareness while encouraging and supporting participation in quality sports programs for individuals of all ages with an intellectual disability within the Regional Municipality of Durham.

Mission

Develop and enhance opportunities to participate in recreational and competitive sporting activities by:

- Developing relationships with business, educational and social community partners
- Providing programs with the support they need to enable vibrant and sustainable programs to exist and meet the needs of the athletic community
- Working with our existing programs and community partners, identify, develop and promote new sporting opportunities at all skill levels
- Celebrating the achievement of athletes, coaches and volunteers with ongoing recognition
- Supporting athletes in the Durham Region to qualify for Provincial, National and International games
- Encouraging and fostering a social and cultural environment within which athletes can grow and develop their sport and interpersonal skills
- Creating an environment conducive to recruiting, retaining and training new and existing volunteers and coaches by providing ongoing skills development
- Creating and nurturing public awareness of Special Olympics in the Durham Region

Contact Information

durham.chair@specialolympicsontario.ca

Website:

durham.specialolympicsontario.ca

Email:

durham.secretary@specialolympicsontario.ca



Special Olympics
Ontario
Durham Region Sports Council

Board of Directors Positions, Roles, Responsibilities & Commitment

POSITION DESCRIPTIONS

Chairperson

- Preside at Board of Directors Meetings
- Appoint all committees (as needed)
- Be an ex-officio member of all committees
- Ensure all regulations are adhered to
- Be entrusted as one of the signing officers
- Act as liaison and primary contact to the SOO
- Represent DRSOSC at community events
- Establish objectives each year through consultation with SOO and DRSOSC

Vice-Chairperson

- Assumes all duties of the Chairperson in their absence
- Acts as the main contact for all programs in the Durham Region
- Ensure that all regulations are adhered to
- Be entrusted as one of the signing officers

Treasurer

- Keep a record of the financial activities of the DRSOSC
- Produce a written statement of account for all meeting;
- Pay the bills of the DRSOSC expenditure approved by the Board in accordance with the Constitution and Bylaws
- Prepare (on association the Executive Committee) and present to the AGM a proposed budget for the upcoming fiscal year
- Be entrusted as one of the signing officers
- Submit GST rebate claims to SOO on a quarterly basis

Secretary

- Record, distribute, and keep the minutes of all Executive and DRSOSC meetings
- Conduct the correspondence of the DRSOSC and keep a file of all correspondence to and from the DRSOSC
- If one of the positions of the normal signing officers (Chairperson, Vice Chairperson and Treasurer) is vacant, be entrusted as one of the signing officers
- Develop and keep up to date an accurate Board of Directors roster and a contact list for all sport programs in the Region
- Receive monthly written reports provided by all committees to include with the minutes

LETR/DRPS Representative

- Act as the liaison between the DRSOSC and the DRPS
- Act as the point of contact between the DRSOSC and the lead officer of the Law Enforcement Torch Run
- Ensure that the DRSOSC and its member sports programs are aware of the Law Enforcement Torch Run and the needs that the Board of Directors and sports programs must achieve

Athlete Representative (2)

- Uphold the athlete rights and responsibilities
- Liaise with other Durham Region athletes and bring athlete ideas and perspectives to the DRSOSC
- Liaise with DRSOSC and bring initiatives and ideas to Durham
- Region athletes for feedback
- Promote athlete empowerment amongst the DRSOSC;
- Represent Durham Region athletes

Fundraising Coordinator

- In association with all Executive and Board members, develop a fundraising plan to adequately meet the financial needs of the DRSOSC
- Develop strategies and resources to enable the goals in the fundraising plan to be met (for example, grant applications, in-kind donations, service club solicitations)
- Compile a list of sport club fundraising activities or prevent crossover problems
- Develop within the Board of Directors and the external community the resources and committees required to run all fund raising events

Sport Programs Representative (2)

- The two (2) Sport Program Representative will mutually divide the sports and sports programs in the Durham Region
- Represent the Sport Clubs at DRSOSC Meetings
- Assist the New Program Development Coordinator in identifying and developing sport opportunities
- Liaise with all sport programs in the Regional Municipality of Durham and bring ideas and perspectives to the DRSOSC
- Liaise with DRSOSC and bring initiatives and ideas to Durham
- Region sports programs
- Ensure that training opportunities are made available to athletes in the Durham Region
- Ensure that training opportunities are made available for coaches and volunteers in the Durham Region

New Program Development Coordinator

- In consultation with SOO, the Sport Program Representatives, current sport programs, athletes and the community identify new sport opportunities, development needs and expansion of existing programs
- Assist with the starting of new sports and expansion of existing programs by coaching/mentoring
- Identify and recruit new coaches and volunteers;

Volunteer Coordinator

- Act as the primary contact for the Durham Region for all new volunteers as identified by SOO
- Coordinate the activities of the Volunteer Committee
- Plan and coordinate the annual volunteer recognition
- Conduct as needed orientation sessions for new volunteers
- Plan on-going training for volunteers including First Aid, CPR and Special Olympics Technical courses
- Provide program contact information to new volunteers that meet their needs and location and the needs of the individual sports programs

School Liaison

- Act as the primary contact for the DRSOSC with all school boards and school based programs
- Interact with the schools in Durham Region in ensuring that they realize there are programs available in the community
- Assist the Volunteer Coordinator in identifying and recruiting school aged volunteers
- Assist the New Program Development Coordinator in identifying and securing school facilities that can be used for sport programs

Athlete Recruitment Coordinator

- Act as the primary contact for the Durham Region for all new athletes as identified by SOO
- Provide program contact information to new athletes that meet their needs and location

Social Coordinator

- In association with all Executive and Board of Directors members, develop a social plan to adequately meet the needs of the DRSOSC and its athletes
- Develop social events for all Durham Region athletes
- Develop within the Board of Directors and the external community the resources and committees required to run all social events

Community Partner Liaison (2)

- Can be elected and voting members of the DRSOSC or recruited and appointed non-voting members
- Represent community partners with an active interest in Special Olympics
- Provide contact information for volunteer and fund raising resources in the Durham Region

There is more information on each position available in our Constitution and Bylaws that can be found on our website.