

Position Description

Position Title	Disciplinary Chair of KWSC	Date:	November 2011
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The Board of Directors shall conduct the business of the Club during the periods between general meetings of the Club and in accordance with the authority granted to it in the published rules of the Club.

Position Purpose

The Disciplinary Chair shall oversee all matters relating to violations of published rules of the KWSC, OSA and SOSA, coordinate the administration of applicable fines, penalties, and suspensions.

The Disciplinary Chair shall be an active member of the Board of Directors of KWSC and attend Board meetings as required. In addition to sitting on the Board of Directors, the position of Disciplinary Chair shall sit as a member on the Disciplinary Committee as required.

A. Major Accountabilities

1. Operational duties

- Review weekly game sheets to access disciplinary issues
- Report disciplinary matters / actions to the Board of Directors
- Oversee the discipline of members as per published Club, The OSA and / or District Association rules
- Assists with various activities of all officers and directors, as well as standing committees to ensure the accomplishment of club strategies and objectives are met

2. Other Duties

- Coordination with the District Association with scheduling of hearings and other discipline matters
- Responsible for administration of appropriate fine or penalty in consultation with President/Vice President and in accordance Suspension Schedule and Fee Schedule
- Sit as member of disciplinary committee
- Perform any additional duties that may be required created by absence of board members or vacant positions
- Attend Board of Director's Meetings
- Attend committee meetings; Disciplinary Committee

Position Description

B. Skill

1. Education

- N/A

2. Licenses, Trades, Certificates, Professional Designation

- OSA Disciplinary Training Certificate

3. Experience

- Experience working as volunteer
- Participation on committees
- Thorough knowledge of rules and regulations and governing disciplinary action
- Experience with a variety of different software applications: Microsoft Word, Excel, Outlook,
- Experience with website administration

4. Abilities

- Effective interpersonal skills
- Excellent Conflict Management and Dispute Resolution Skills
- Excellent time management and organizational skills
- Ability to investigate and report pertinent facts
- Effective communication skills, both written and verbal
- Ability to work well in a team environment

D. Responsibilities

1. Decision Making

- In consultation with Board members and working committees, working collectively through discussion to arrive at best solution

2. Administration

- Prepare disciplinary reports for monthly Board of Directors meetings
- Preparation of paperwork regarding fees/fines submitted to Treasurer

3. Contacts

- Membership of KWSC
- Other agencies; OSA, SOSA office,

Position Description

E. Working Conditions

1. Work Environment

- Work from home, evenings, week-ends
- Monthly meetings of the Board of Directors
- General Meetings held quarterly
- Annual General Meeting held in November

F. Conditions of Position

- Criminal Police Information Check (CPIC)
- Must be member in good standing with KWSC