



Document Name: Director of COB Tournament Terms of Reference
Approval Authority: SRA Board of Directors
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Functions and Duties

- Oversee and manage the planning, organizing and execution of the City of Bridges (COB) Tournament.
- Schedule mandated volunteers to various planning, organizing and implementing roles and responsibilities for the tournament working with the Volunteer Coordinator.
- Work with the Office Administrator to secure ice and develop draw for the tournament.
- Prepare initial tournament budget and complete final budget report for the tournament.
- Provide final report, including recommendations related to tournament activities for following year.
- Liaise with Directors of Marketing and Fundraising to coordinate promotion, advertising, sponsorships, etc.

Committee Responsibilities

- COB Tournament Committee (Chair)
- At least one other committee

Length of Term

- 2 years

Reporting Responsibility

- Attend all committee meetings and report to the Board of Directors.