

## **Training Manager Roles and Responsibilities (Coordinator Position)**

Coordinators must perform their role with competence and diligence in what they reasonably believe to be in the best interest of the Paws4Fun Agility Corporation and Members with loyalty, honesty and good faith.

Coordinators must ensure that all responsibilities of their position are carried out, by action or by delegation, to the satisfaction of the Board of Directors.

Coordinators are invited and encouraged to attend all meetings of the Board of Directors and become as fully informed as possible regarding all aspects of Paws4Fun. Coordinators must refrain from placing themselves in a situation where their duty as a Coordinator conflicts with their personal interest or with their duty to others and must abide by the terms of The Canada Not-For-Profit Act, the Paws4Fun By-Laws, The Paws4Fun Directors Terms of Reference (ToR), plus all other Paws4Fun Rules and Policies.

All Coordinators are responsible for:

- keeping the Board updated on the status, suggested improvements or changes, and issues in respect to their area of responsibility.
- keeping the Roles & Responsibilities document for their Coordinator's position up to date.

### **Training Manager:**

- is responsible for the safety of handlers, dogs and instructors
- selects and directs instructors for the various classes and levels of training and provides the appropriate training material
- responds to queries in a timely manner about agility training, with introductory information concerning the club and classes available
- chairs meetings of instructors
- prepares class schedules
- books the fields at the outdoor and indoor training facilities for classes, workshops and seminars
- monitors classes
- liaises with the instructors to move or reassign students to the appropriate level of training
- works with the Training Coordinator on the division of tasks to be performed, meet (in-person or virtually) when required, and covers for the Coordinator when required (e.g. sick, vacation etc).
- ensures that an annual report to the Membership is prepared for and presented at the Annual General Meeting (AGM)
- prepares an annual budget of planned expenses and income when requested to do so by the Board
- works with the Training Coordinator to:

- organizes on-site seminars/workshops for members to enhance their skills
  - organizes instructor training
  - prepare, send, and summarize the end of season survey
  - maintain notification list for classes
- consults with the Training Coordinator to ensure that Training Coordinator Roles and Responsibilities are fulfilled including:
  - notification list is contacted prior to registration.
  - class welcome information and class schedule are distributed to students
  - final student information, class schedules, list of equipment in each ring, and generic instructor information is distributed to Instructors
  - welcome emails for students, registration form, and confirmation of registration text are prepared
  - student information is provided to instructors
  - class registrations are reviewed and appropriate fees are collected and properly recorded