**International Ringette Federation**

**President**

**Helsinki 20th October 2023**

**IRF COMMITTEE ROLES AND RESPONSIBILITIES**

**General roles and responsibilities, including nominations and selections**

IRF Committees are operational arms of the association. In these capacities they get their guidelines and tasks also from the IRF Board of Directors, which provide strategic guidance for the whole IRF, while implementing the IRF mission and tasks decided or approved by the General Assembly of the IRF.

IRF Committees are established and operated according to the IRF Governance Policy.

**The President of the IRF** acts as the Executive Director (ExDir) of the IRF as long as there is not a separately nominated ExDir in place. The President has therefore the right to give tasks and guidelines to the Committees. The Committees communicate with the General assembly only in case General Assembly specifically and in GA meeting minutes that requires.

Governance Policy as well as other IRF rules, regulations, guidelines and instructions provide detailed information on authorized decision making mandates of Committees or their chairperson.

Both IRF Committees have the same **administrative (admin) structure**. In addition to admin positions, both Committees have specific subject matter -related positions. Those positions are more flexible since there is a need to follow both internal and external development of international ringette. Focus and priorities of IRF efforts may change, and the Committees need to be able to remain agile enough for productive contribution in support of the stakeholders.

Main stakeholders for the Committee are members of the IRF as well as aspiring ringette nations. In addition to these, the WRC hosts are the main recipients of Committee work. All substance matter specific documents, rules, regulations, guidelines and instructions are prepared by the Committees, even though they will be approved by the Board unless otherwise delegated.

The Committees have a **chairperson**, a **secretary** and **communications coordinator** as core admin officials. **Chairperson** is in charge of all Committee operations and tasks, and accountable to the Board for respective Committee decisions. Nomination of a chairperson follows the regulations in the IRF Governance Policy.

Committee **secretary** prepares committee meetings together with the chairperson and maintains minutes and other official documents and databases of the Committee. The secretary is selected by the Committee chairperson from full or part time professionals of Full Member nations. A standard period of a secretary is one full calendar year, and this position is rotated among abovementioned professionals every year.

**Communications coordinator** is a volunteer position, and forms a link between Committees, to member nations and to hosts of IRF sanctioned events. Communications coordinator provides content to IRF web pages or to social media, and to the use of member associations or national teams, or in support of WRC hosts. They also participate promotion efforts in accordance with ongoing IRF activities. Communications coordinators do not maintain web services or social media platforms.

All volunteer positions are filled by inviting candidates for a selection process, which is organized by Committees. Committee chairperson is responsible for selecting volunteers and reporting them to the Board.

**Specific roles and responsibilities**

**WRC Committee**

As WRC Committee is responsibility over all rules, regulations and instruction connected to the sport of ringette or main IRF sanctioned events like the WRCs, their positions need to reflect respective professionalism.

For these purposes, the WRC Committee needs to have at least the following additional permanent positions:

1. **Technical advisor**, who is responsible for development and dissemination of international ringette (playing) rules, WRC game format, criteria for WRC officials, amendment recommendations for Technical Package and AOB of that nature.
2. **WRC advisor**, who is responsible for development and dissemination of WRC host support, Hosting Guidelines and Participation Roadmap or AOB of that nature.

In addition to these permanent positions, WRC Committee may add temporary voluntary positions according to recognized need. The IRF Board can decide to add permanent Committee positions if needed.

Both permanent positions can be filled with full or part time professionals of Full Member nations or volunteers.

**Promotion Committee**

Promotion Committee is responsible for support for developing ringette nations in areas which the WRC Committee doesn’t cover. That entails supporting IRF and national promotion and marketing initiatives, maintaining IRF internet platforms, advising initiation of web-based and social media operations, supporting national sport governing bodies in their start-up phase and assisting in organizing ringette promoting events in non-ringette nations. Promotion Committee also selects, guides and supports ringette ambassadors.

For these purposes, the Promotion Committee needs to have at least the following additional permanent positions:

1. **Webmaster**, who develops and maintains IRF web pages and social media platforms and enables content development by Communications coordinators of the Committees.
2. **Start-up advisor**, who supports developing and new ringette nations to grow local and regional ringette activities. Start-up advisor advises in organizing promotion events, supports arrangements of them and facilitates connections between more and less mature ringette teams or clubs.

In addition to these permanent positions, Promotion Committee may add temporary voluntary positions according to recognized need. The IRF Board can decide to add permanent Committee positions if needed.

Both permanent positions can be filled with full or part time professionals of Full Member nations or volunteers.

**Ringette ambassadors**

Ringette ambassadors are volunteers, who are temporarily willing to participate ringette activities or events in developing ringette nations. A Ringette Ambassador can be nominated by the Promotion Committee for one or more support missions with limited tasks under the responsibilities and mandates of the Committee.

A position of a Ringette Ambassador will continue after the support missions or tasks the individual has fulfilled. Ringette Ambassadors are entitled to use this title as a primary one during their dedicated mission(s) and as a secondary one permanently after that. Being Ringette Ambassador once means being Ringette Ambassador forever, even without any specific responsibilities except sustaining their status as a role model.

**Compensations**

All compensations for volunteers can be compensated according to the IRF Annual Plan and within limits of the IRF Budget. The IRF Board decides all compensations with priority for longer commitments and activities with successful results.