

National Office Functional Organization Chart

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EXECUTIVE DIRECTOR
Dan Wolfenden x102

- Strategic and Operational Planning
- Governance/Association Management
- Policy Development & Implementation
- Government & Agency Liaison
- Financial Management
- International Hosting
- PSO/Stakeholder Liaison
- Insurance Program Design
- Membership
- Personnel Management
- Advocacy

DIRECTOR OF SPORT
Ellen Barwise x109

- All sport programming
- All High Performance Programs (WS, WB, AD & BF)
- All Domestic Programs (WS, WB, AD & BF)
- NCCP/Coach Development
- LTAD
- Officials Programs
- Grassroots Programs: Rip 'n Ride & SkiAbility
- Anti-Doping Program

DIRECTOR OF DEVELOPMENT, MARKETING & COMMUNICATIONS
Marc Dupuis x108

- Revenue Generation/Marketing
- Sponsorship
- Generation and Servicing
- Advertising Sales
- Event Revenue
- Fundraising Events and Campaigns
- Ind. and Corporate Giving
- Foundation Grants
- Merchandise Program
- PSO Revenue Generation Advice
- Communications
- E-newsletter
- Media
- Web page/Social Media
- Awards/Hall of Fame Program

ADMINISTRATIVE ASSISTANT
Tara Davidson x101

- Reception
- Mailing/Filing
- Office Administration
- Meeting Administration
- Insurance Program Administration
- Administrative Support to Executive Director
- General Administrative Support
- Official Languages

SPORT DEVELOPMENT MANAGER
Tim Van Winckle x104

- Coordinate Grassroots Programs
- Coordinate Officials Programs
- Coordinate NCCP and LTAD
- Safety Program
- Waterways Advocacy
- Venue Development
- Environmental Education
- Women's Programs
- Club/School/Camp Development

DOMESTIC DEVELOPMENT SERVICES
Off-site
Moss Melien Inc. Principal delivery contractors:
Andrew Moss, Jeff Laycock
(613) 695-5088 (o)
domestic@waterski-wakeboard.ca

- Rip 'n Ride Services (Revisions/Marketing)
- Membership System Development/Implementation
- Membership Structure/Value

MARKETING/COMMUNICATIONS OFFICER (SUMMER)
Andrea Saikaley x106

- Deliver a variety of communications services
- Assist with Fundraising Activities
- Assist with Marketing Activities

SPORT DEVELOPMENT OFFICER (SUMMER)
Mike Wallace x107

- Assist with delivery of a variety of sport programming
- Tournament Sanctions
- Competitive Licenses
- Results Database
- Rankings List

WATER SKI NATIONAL TEAM COACH (Contractor)
Steve Bush, off-site

- Program Design & Leadership
- Yearly Training Plans
- Athlete Guidance
- Team Management
- Team Uniforms
- Athlete Monitoring
- Individual Coach Liaison

WATER SKI TECHNICAL COACH (Part time contractor)
Matt Rini, off-site

- Technical Coaching
- Program Design Input
- Athlete Guidance and Monitoring Assistance

BAREFOOT NATIONAL TEAM MANAGER (Volunteer)
TBA, off-site

- Program Implementation
- Team Management, Logistics & Admin
- Team Communications

WAKEBOARD NATIONAL TEAM COACH (Volunteer)
TBA, off-site

- Program Design
- Athlete Guidance
- Team Mgt & Admin
- Monitoring
- Coaching

ADAPTIVE NATIONAL TEAM MANAGER (Volunteer)
TBA, off-site

- Program Implementation
- Team Management, Logistics & Admin
- Team Communications

FINANCIAL ADMINISTRATOR
Off-site
Sally Clare
(613) 721-0504 (o)
finance@waterski-wakeboard.ca

- Financial administration:
 - Financial statements and reports
 - Accounts receivables
 - Accounts payables
 - Bank deposits and reconciliations
 - Audit preparation

Contractor