

## Proposed Board Structure

14 voting positions – 5 non-voting positions – 6 Senior convenors + 1 Blades Convenor, 6 Junior Convenors – 2 paid positions

President

Organization

Warriors  
Representative

Blades

Warriors Recreational

Director of Finance

- Admin
- Finances

Director of  
Operations/HR

Director of  
Development

Director of  
Communications

Director of Marketing  
and Sponsorship

Director of Equipment

Referee In Chief

Past President

Director AA/A Hockey

Director  
AE/MD/Select Hockey

Director of Blades  
Hockey

- Blades Convenor

Director of OWHA

Director of Coaches  
(Warriors and Blades)

Director of  
Recreational Hockey

Manager of  
Recreational Hockey –  
Novice Division

- 2 Senior Convenors
- 2 Junior Convenors

Manager of  
Recreational Hockey –  
Junior Division

- 2 Senior Convenors
- 2 Junior Convenors

Manager of  
Recreational Hockey –  
Senior Division

- 2 Senior Convenors
- 2 Junior Convenors

Director of OMHA  
(Rep and Recreational)

## Director's Roles

<b>President</b> <ul style="list-style-type: none"><li>• Represent the Association in the Community;</li><li>• Act as Chair of the Board, at all Board Meetings;</li><li>• Exercise general supervision of the Association in accordance with Policies determined by the Board;</li><li>• Delegate tasks as necessary;</li><li>• Sign all contracts unless delegated to a designate or as covered under the policy manual;</li><li>• Act on behalf of the board when the board is not in session to decide actions, which cannot wait until the next planned Board meeting. Those decisions will be brought to the Board for ratification where necessary</li><li>• Is charged with the general management and supervision of the affairs and operations of the Corporation;</li><li>• Shall be one of the signing Directors of the Corporation; and</li><li>• Shall perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.</li><li>• Chair the AGM in the absence of the Past President</li></ul>	2 yrs maturing in Odd yrs
<b>Director of Finance (back up to president)</b> <ul style="list-style-type: none"><li>• Lead the Finance committee and it's yearly work plan</li><li>• Prepare proposed budget for coming year</li><li>• Provide monthly financial reports and variance to the board</li><li>• Ensure adherence to and implementation of financial policies in the financial administration of the Association;</li><li>• Present a Report from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting;</li><li>• Evaluate, review and recommend financial policy to the Board;</li><li>• Review and approve bills to the association, refund requests, and reimbursement requests</li><li>• Have the Association records audited annually as per the <i>Not-for-Profit Corporations Act</i>;</li><li>• Be one of the Association's signing officers.</li><li>• Lead procurement process through the committees support</li></ul>	2 yrs maturing in Even yrs
<b>Director of AA/A Hockey</b> <ul style="list-style-type: none"><li>• Organize Tryouts with Director AE/MD/Select Hockey</li><li>• Tournament Approvals (in conjunction with scheduler)</li><li>• Shall oversee all Representative teams at the A and AA level on behalf of the association</li><li>• Shall enforce all Bylaws, &amp; Policies of NDMHA that pertain to A/AA hockey</li><li>• Shall have the responsibility of representing parents' interests and concerns to the Board</li><li>• Set up and conduct PreSeason, PrePlayoff and PreTryout meetings for all coaching and management staff</li></ul>	2 yrs maturing in Odd yrs
<b>Director AE/MD/Select Hockey</b> <ul style="list-style-type: none"><li>• Organize Tryouts with Director AA/A Hockey</li><li>• Tournament Approvals (in conjunction with scheduler)</li><li>• Shall oversee all Representative teams at the AE, MD and Select level on behalf of the association</li><li>• Shall enforce all Bylaws, &amp; Policies of NDMHA that pertain to AE, MD and Select hockey</li><li>• Shall have the responsibility of representing parents' interests and concerns to the Board</li></ul>	2 yrs maturing in Even yrs

<ul style="list-style-type: none"> <li>Set up and conduct PreSeason, PrePlayoff and PreTryout meetings for all coaching and management staff</li> </ul>	
<b>Director of Recreational Hockey</b> <ul style="list-style-type: none"> <li>Coach qualifications</li> <li>Liaison to Director of Ops/HR re police checks</li> <li>Partner with Jumpstart</li> <li>Organize the First Shift</li> <li>Oversee Tournament and year end</li> <li>Shall oversee all HL teams level on behalf of the association</li> <li>Shall enforce all Bylaws, &amp; Policies of NDMHA that pertain to HL hockey</li> <li>Shall have the responsibility of representing parents' interests and concerns to the Board</li> </ul>	2 yrs maturing in Even yrs
<b>Director of Blades Hockey</b> <ul style="list-style-type: none"> <li>Tournament Approvals (in conjunction with scheduler)</li> <li>Shall oversee all Representative teams level on behalf of the association</li> <li>Shall enforce all Bylaws, &amp; Policies of NDMHA that pertain to Rep hockey</li> <li>Shall have the responsibility of representing parents' interests and concerns to the Board</li> <li>Set up and conduct Pre-Season, Pre-Playoff and Pre-Tryout meetings for all coaching and management staff</li> </ul>	2 yrs maturing in Even yrs
<b>Director of OMHA</b> <ul style="list-style-type: none"> <li>Ensure all OMHA/OHF/HC regulations are followed for Rep and Recreational programming and to ensure Compliance.</li> <li>Act as initial point of contact for all matters pertaining to North Durham Minor Hockey and its communications to/from OMHA/OHF/HC</li> <li>Attend all Lakeshore meetings on behalf of NDMHA</li> <li>Communicate details of OMHA Annual General meeting to North Durham Minor Hockey membership through the Board of Directors.</li> <li>Attend OMHA Annual General Meeting</li> <li>Work with Admin Assistant in submitting rosters, and oversee and implement registration procedures</li> <li>Facilitate travel permits for all NDMHA teams (Rep, Select, MD)</li> </ul>	2 yrs maturing in Even yrs
<b>Director of OWHA</b> Ensure all OWHA/OHF/HC regulations are followed for Rep and Recreational programming and to ensure Compliance. Act as initial point of contact for all matters pertaining to North Durham Minor Hockey and its communications to/from OMHA/OHF/HC Attend all Lakeshore meetings on behalf of NDMHA Communicate details of OMHA Annual General meeting to North Durham Minor Hockey membership through the Board of Directors. Attend OWHA Annual General Meeting Work with Admin Assistant in submitting rosters, and oversee and implement registration procedures Facilitate travel permits for all NDMHA teams (Rep, DS)	2 yrs maturing in Odd yrs
<b>Director of Operations/HR</b> <ul style="list-style-type: none"> <li>Support/contact for the team managers</li> <li>Parent Satisfaction Surveys</li> <li>Risk management               <ul style="list-style-type: none"> <li>Be responsible to investigate any risks or issues raised to the association, acting on behalf of the Executive and Board, develop and implement risk management processes and protocols adhering to all OMHA, OWHA, OHF and Hockey Canada policies and procedures.</li> <li>Be responsible in managing issues pertaining to conduct Harassment, Abuse and Bullying Policies as well as manage matters that may bring</li> </ul> </li> </ul>	2 yrs maturing in Even yrs

<ul style="list-style-type: none"> <li>○ unnecessary risk to the Association, its Board Directors and members.</li> <li>○ Will report to the Executive any issues dealing with discipline whether on or off the ice.</li> <li>○ Implement and enforce all OMHA/OWHA Risk Management Programs;</li> <li>○ Establish, maintain and implement procedures with respect to clearance of all volunteers required to complete a police report;</li> <li>○ Ensure that all necessary and appropriate insurance has been purchased;</li> </ul>	
<b>Director of Development</b> <ul style="list-style-type: none"> <li>• Goalie Development</li> <li>• Responsible for implementation of development for all levels in the organization</li> <li>• Coach Them – work with Director of Coaches with adherence to ensure compliance</li> </ul>	2 yrs maturing in Odd yrs
<b>Director of Coaches</b> <ul style="list-style-type: none"> <li>• Manage Coaches (Rep, MD, Select)</li> <li>• Qualifications of coaches</li> <li>• Coach Development</li> <li>• Chair the Coach Selection Committee and present recommendations to the board</li> <li>• Maintain an effective line of communication between the coaches, the Association, and the Coaches Certification Program</li> <li>• Recommend to the Executive Committee the appointment of team coaches and team officials.</li> <li>• Co-ordinate training programs for all coaches and team officials.</li> <li>• Support to trainers regarding emergency protocols including Concussion training and protocols</li> <li>• Coach Them – work with Director of Development with adherence to ensure compliance</li> </ul>	2 yrs maturing in Even yrs
<b>Director of Communications</b> <ul style="list-style-type: none"> <li>• Record or delegate the recording of the minutes of General Meetings of the Membership,</li> <li>• Board Meetings and ensure that Association records are regularly and properly kept;</li> <li>• Ensure the proper custody of the Association's corporate seal, corporate minutes, and resolutions and other corporate records and documents;</li> <li>• Act as the Primary Liaison to arrange times and locations of all Board of Directors Board Meetings, Annual General Meetings and any other meetings for NDMHA operating purposes as requested by the Board;</li> <li>• Carry on any Association correspondence required and maintain copies of all such correspondence pertaining to the Board; (receive and redirect admin email and incoming mail)</li> <li>• Be an active member of the Operations/HR committee</li> <li>• Updating communications on the website</li> <li>• Work with Admin Assistant to maintain an up to date mailing list of all team coaches, managers, trainers, and players</li> </ul>	2 yrs maturing in Odd yrs
<b>Director of Marketing and Sponsorship</b> <ul style="list-style-type: none"> <li>• Co-ordinate all OMHA/OWHA marketing programs within the association; including advertising and working with the Director of Communications to provide content for the website</li> <li>• Be responsible for obtaining sponsors for all House League teams of the association;</li> <li>• Maintain list of all Rep Sponsors</li> <li>• Sponsors list on the website</li> <li>• Be responsible for invoicing and collection of fees from all association sponsors;</li> <li>• Co-ordinate communications of the sponsors with the Equipment Coordinator for jerseys;</li> </ul>	2 yrs maturing in Even yrs

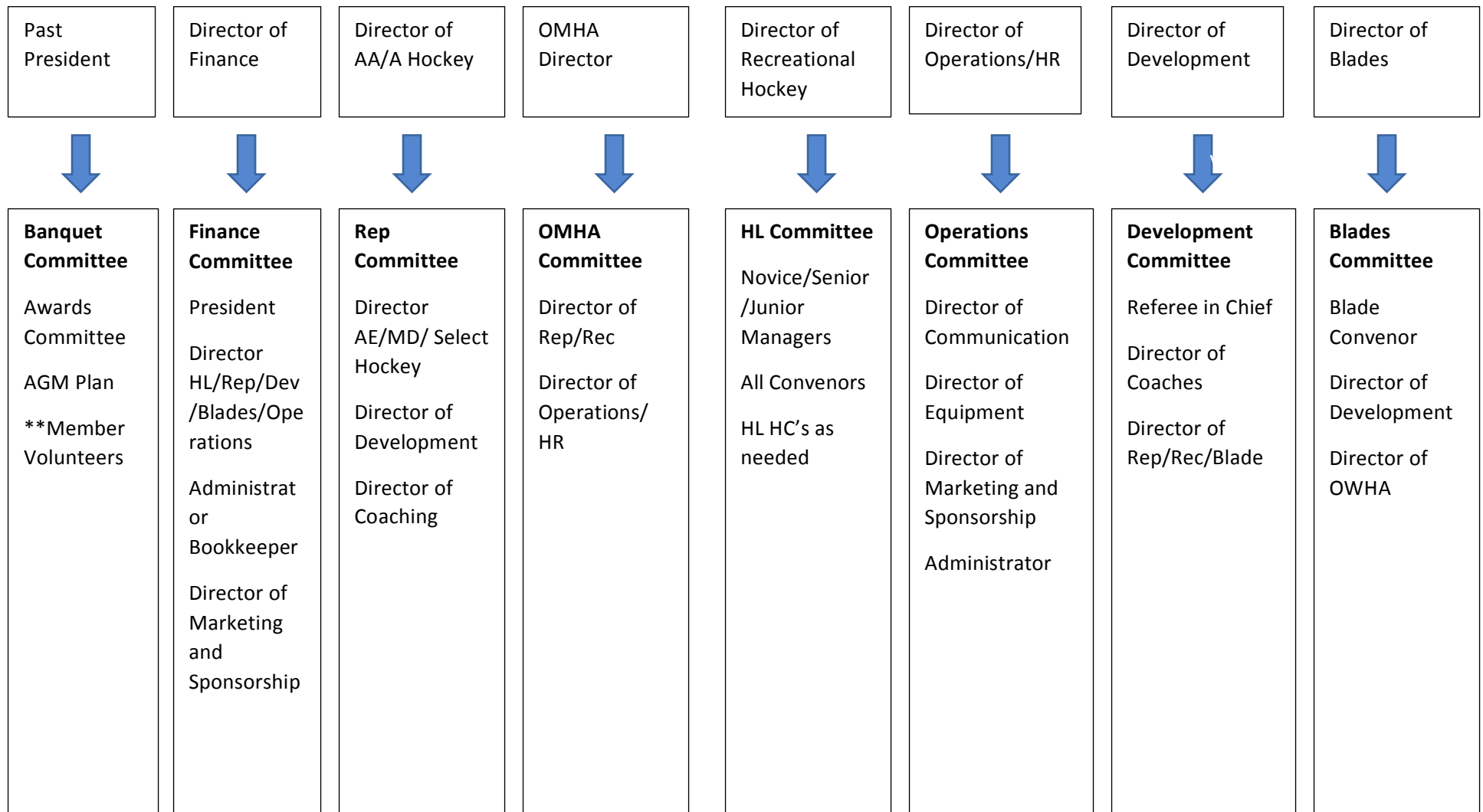
<ul style="list-style-type: none"> <li>• Be responsible for the association individual and team photos, awards and trophy procurement process.</li> <li>• Develop and coordinate fundraising events for the association at large</li> <li>• Support with developing partnerships and sponsorships for the association at large</li> <li>• Be an active member of the finance committee and the Operations/HR committee</li> </ul>	
<b>Director of Equipment</b> <ul style="list-style-type: none"> <li>• Shall be responsible for the control, safe keeping and inventory of all Association equipment</li> <li>• Act as liaison to current clothing suppliers for purchase of rep socks, House League jerseys &amp; socks and arrange apparel fittings</li> <li>• Solicit all bids for any equipment purchases and arrange for purchase of equipment following board approval</li> <li>• Present to the board any requests for Logo use for any novelties, clothing, etc and confirm approval response with the requester</li> <li>• Arrange for purchase of Championship banners and banquet awards</li> </ul> <p>Maintain Trainers kits for HL</p>	2 yrs maturing in Odd yrs
<b>Past President Non Voting</b> <ul style="list-style-type: none"> <li>• Provide guidance to the President and the Board of Directors on matters relating to the past conduct of business.</li> <li>• Chair the Annual General Meeting.</li> <li>• Perform such other duties as the President may request</li> <li>• Shall hold such position ex-officio;</li> <li>• Act as chair of the Grievance and Appeals Committee, overseeing the grievance and appeals procedures to ensure that they are being adhered to at all levels of appeal; and</li> <li>• Shall perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.</li> </ul>	

#### **Non-Voting Member/Head of Department Roles**

<b>Referee in Chief</b> <ul style="list-style-type: none"> <li>• Recruitment and Development of Referees</li> <li>• Maintain an effective line of communication between the referees, the Association, and the Hockey Canada Officiating Program.</li> <li>• Co-ordinate training programs for all referees.</li> <li>• Appoint referees for all house league, rep team, and exhibition games</li> <li>• Aid time-keepers with advice and necessary training programs</li> </ul>	1 yr
<b>Manager of Recreational Hockey – Novice Division</b> <ul style="list-style-type: none"> <li>• Shall oversee the convenors and operation of Recreational Hockey for Novice and below for the Association;</li> <li>• Shall recommend to the Board, appointment of Recreational Convenors for each division for Novice and below;</li> <li>• Shall have the authority to enforce the Policies and Procedures of the Association as they pertain to the operation of Recreational Hockey</li> <li>• Oversee Convenors</li> <li>• Oversee Rating Day and balancing of teams</li> <li>• Partner with Registrar to roster teams</li> <li>• Perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.</li> <li>• Coach Them – work with Director of Development with adherence to ensure compliance</li> </ul>	
<b>Manager of Recreational Hockey – Junior Division</b> <ul style="list-style-type: none"> <li>• Shall oversee the convenors and operation of Recreational Hockey for Atom to Pee wee for the Association;</li> <li>• Shall recommend to the Board, appointment of Recreational Convenors for each division from Atom to Pee wee;</li> </ul>	

<ul style="list-style-type: none"> <li>• Shall have the authority to enforce the Policies and Procedures of the Association as they pertain to the operation of Recreational Hockey</li> <li>• Oversee Convenors</li> <li>• Oversee Rating Day and balancing of teams</li> <li>• Partner with Registrar to roster teams</li> <li>• Perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.</li> </ul>	
<p><b>Manager of Recreational Hockey – Senior Division</b></p> <ul style="list-style-type: none"> <li>• Shall oversee the convenors and operation of Recreational Hockey at Minor Bantam to Juvenile for the Association;</li> <li>• Shall recommend to the Board, appointment of Recreational Convenors for each division from Minor Bantam to Juvenile;</li> <li>• Shall have the authority to enforce the Policies and Procedures of the Association as they pertain to the operation of Recreational Hockey</li> <li>• Oversee Convenors</li> <li>• Oversee Rating Day and balancing of teams</li> <li>• Partner with Registrar to roster teams</li> <li>• Perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.</li> </ul>	
<p><b>Administration/Book Keeping</b></p> <p>Scheduling</p> <p>Rosters</p> <p>Registration</p> <p>Time Keeper Scheduling</p> <p>Book Keeping</p>	

## Proposed Board Committees



14 voting positions – 5 non-voting positions – 6 Senior convenors + 1 Blades Convenor, 6 Junior Convenors – 2 paid positions

**Committee Functions** \*\* Committee Chairs (Directors) report back to board monthly on activities

Past President Committee	<ul style="list-style-type: none"> <li>• Plan Year End Banquets – Rep, HL, Blades</li> <li>• Plan Hockey based awards, creation of new awards/Bursaries etc..</li> <li>• Develop “In Rink” experience in both centres (history, banners, sponsor acknowledgement, awards and trophies)</li> <li>• Plan Annual AGM</li> </ul>	<ul style="list-style-type: none"> <li>• Membership from Board volunteers and Membership volunteers</li> <li>• Support from Directors as needed</li> </ul>
Finance Committee	<ul style="list-style-type: none"> <li>• Review of Financial Statements monthly</li> <li>• Review of Financial Processes as needed</li> <li>• Discussion regarding revenue and expenses – Marketing and Growth of Membership</li> <li>• Lead on major procurement with counsel of relevant Directors (Clothing, Ice, Development)</li> <li>• Preparation of Annual Statement and Tax Reporting</li> <li>• Preparation of Annual Budget Proposal for Incoming Board</li> </ul>	
Rep Committee	<ul style="list-style-type: none"> <li>• Reviews and discusses issues arising in season in the Rep program</li> <li>• Supports Coaches/Managers with information and support through the season</li> <li>• Prepares for Tryouts (schedules, registration, policy review, oversight requirements)</li> </ul>	
OMHA Committee	??	
HL Committee	?? All the House League related matters etc..	
Operations Committee	<ul style="list-style-type: none"> <li>• Coordinate Events throughout the year in support of Association</li> <li>• Photo Day</li> <li>• Equipment needs/clothing fittings</li> <li>• Registration Days</li> <li>• Fundraising Event</li> <li>• Training events (Trainers, Coaches, Parents)</li> </ul> <p>??</p>	
Development Committee	<ul style="list-style-type: none"> <li>• Plans and Implements Development Programs for: <ol style="list-style-type: none"> <li>1. Rep – Warriors and Blades</li> <li>2. House Leagues</li> <li>3. Goalies</li> <li>4. Coaches</li> </ol> </li> </ul>	



	<ul style="list-style-type: none"> <li>• Prepares feedback survey and review/reports on outcomes</li> <li>• Works with Administrator and Finance to developing schedules and funding models to deliver high level development programs</li> </ul>	
Blades Committee	<ul style="list-style-type: none"> <li>• Oversees all Blades Rep and HL Requirements</li> <li>• Liase with necessary Board members (Finance, Development as needed)</li> </ul>	