



NORTH DURHAM MINOR HOCKEY ASSOCIATION  
[www.northdurhamhockey.ca](http://www.northdurhamhockey.ca)

---

---

## Job Posting

### Company Description

North Durham Minor Hockey provides minor hockey programming to the residents of the North Durham Region. Our programming runs from Initiation levels to Midget and encompasses Recreational, Girls Recreational, Representative and Boys Representative up to the AA level. We typically have roughly 1200 players taking part in our hockey programs.

NDMHA is currently seeking a full time Executive Director to lead the operations of the organisation and support an active and engaged Board of Directors in delivering our hockey programming.

Please review the role and requirements below. Details of the employment package will be discussed with candidates selected for an interview. Not all applicants will be contacted.

Please submit a covering letter and Resume to: [treasurer@northdurhamhockey.ca](mailto:treasurer@northdurhamhockey.ca)

Please indicate **Executive Director Position** in the title line

Posting Date: November 2, 2020 – Posting Closes Monday November 9<sup>th</sup>, 2020

### EXECUTIVE DIRECTOR

The Executive Director shall serve as the Chief Administrative Officer for North Durham Minor Hockey Association, responsible for the interpretation and implementation of policies and regulations relative to the day-to-day operations of the Association. The Executive Director shall report to the Executive Committee of North Durham Minor Hockey Association. The Executive Director, in consultation with the Executive Committee, shall have sufficient authority to conduct the daily management of North Durham Minor Hockey Association, according to its budgetary limitations and approved policies.



NORTH DURHAM MINOR HOCKEY ASSOCIATION  
[www.northdurhamhockey.ca](http://www.northdurhamhockey.ca)

---

#### Role

- The Executive Director is responsible for planning, in terms of policy directions, objectives and programs for the Association.
- Act as a consultant in the formation of organizational decisions at the Board and Committee levels
- Responsible to implement and carry out approved policies and programs.
- Ensure that the affairs of the Association are conducted professionally and that funds of the Association are properly collected and accounted for.
- To strictly follow the By-Laws and advise the membership of the same requirements.

#### Areas of Responsibility

- Administration of the day to day operations of the organization.
- Manage the financial records of the Association and in conjunction with the Treasurer, report the financial status on a predetermined basis.
- Prepare and administer the overall Budget of the Association in conjunction with the Treasurer.
- Collect and remit all insurance, registration and administration fees to OMHA/OWHA/OHF
- Solicit, manage and implement corporate partnerships.  
Engage in Business development strategies and growth opportunities for NDMHA
- Implementation of OMHA/OWHA/OHF approved policies and guidelines.



## NORTH DURHAM MINOR HOCKEY ASSOCIATION

[www.northdurhamhockey.ca](http://www.northdurhamhockey.ca)

---

### Hockey Operations

- Interpret OMHA/OWHA/OHF and Hockey Canada Rules and Regulations for teams and leagues.
- Advise on player eligibility with regard to affiliation, age categories, etc in accordance with Hockey Canada and OMHA/OWHA/OHF Regulations.
- Oversee all Hockey Canada, OHF/OMHA/OWHA and International Player Transfers.
- Initiate new program ideas and initiatives through collaborative input from staff, Board, Committees and membership.

### Administration

- Responsible for supervision of staff, scheduling and daily office operations, including professional development plans for staff, holidays, hours of work etc.
- Responsible for evaluation of North Durham Minor Hockey Association Staff.
- Assist in any other matters as prescribed by the Executive Committee of North Durham Minor Hockey Association.
- Act as staff liaison on all committees as directed by the Executive Committee of North Durham Minor Hockey Association.
- Administer Directors Insurance program for North Durham Minor Hockey Association.
- Attend Board and Executive Committee Meetings as required.
- Recommend, interpret and enforce approved policies.
- Manage, initiate and implement OMHA/OWHA/OHF and Hockey Canada programs, initiatives and partnerships within North Durham Minor Hockey Association communications
- Maintain communications with membership on pertinent Association matters.
- Responsible for the coordination and development of media services, i.e. press releases, social media communications, advertising, marketing, promotional campaigns etc.
- Maintain and upgrade when necessary office computers and equipment.
- Oversee the maintenance and development of the North Durham Minor Hockey Association Web Site.
- Act as the Official liaison with Provincial, Municipal Government Agencies, Hockey Canada, National and Provincial Associations including the media and other agencies.
- Develop an effective internal and external communication policy for North Durham Minor Hockey Association.



NORTH DURHAM MINOR HOCKEY ASSOCIATION  
[www.northdurhamhockey.ca](http://www.northdurhamhockey.ca)

---

- Act as the Official spokesperson for North Durham Minor Hockey Association with media.

#### By-Laws

- Ensure all meeting notices of motion are distributed in accordance with the guidelines outlined in the By-Laws
- Compile notices of motion and distribute to members.
- Update and arrange printing of North Durham Minor Hockey Association By-Laws and Regulations.
- Ensure the preparation and distribution of all North Durham Minor Hockey Association AGM information to members within applicable time frames.

#### Other

- Attend required OMHA/OWHA/OHF meetings including League Meetings as required.
- Attend North Durham Minor Hockey Association Board of Director, Annual Meetings and other meetings as required.
- Promote and encourage fundraising and corporate sponsorship opportunities for North Durham Minor Hockey Association programs.
- Development, co-ordination, communication and presentation of marketing, sponsorship and funding proposals.
- Other duties as required by North Durham Minor Hockey Association.
- Respond to all complaints, directing to appropriated Director.
- Co-ordinate appeal procedures, protest and discipline hearings.

#### Power of Decision

- The Executive Director, in consultation with the Executive Committee, has sufficient authority to take measures that are necessary in the daily management of the organization in accordance with the budgetary limitations, orientation and policies and administration programs. Beyond these limits, the Executive Director is required to have decisions approved by the Executive Committee.
- Recruitment, Hiring, Supervision of North Durham Minor Hockey Association paid staff.



NORTH DURHAM MINOR HOCKEY ASSOCIATION  
[www.northdurhamhockey.ca](http://www.northdurhamhockey.ca)

---

Qualifications and Experience: The Executive Director shall possess the following:

- Successful completion of a post-secondary education or a minimum three years of professional work experience
- Personnel Management Skills would be considered an asset
- Strong knowledge of Hockey Canada/OHF/OMHA/OWHA, its development programs and delivery structure
- Possess strong computer skills including a working knowledge of MS Office and QuickBooks
- Working knowledge of accounting procedures, as well as computer and database applications.
- Demonstrate exemplary interpersonal, organizational, analytical and communication (oral and written) skills.
- Ability to monitor and follow-up on correspondence as well as time sensitive projects requiring response or future actions.
- Strong project coordination and excellent organizational skills.
- Ability to work in a team environment with volunteers.
- The successful candidate must be able to interpret and apply rules and regulations.
- Demonstrated skills in conflict resolution.
- Available to travel and work flexible hours, including weekends, if required.

Updated: August 2020