

## *OFFICER RESPONSIBILITIES*

### President shall:

- Represent the Association in the Community;
- Act as Chair of the Board, at all Board Meetings;
- Exercise general supervision of the Association in accordance with Policies determined by the Board;
- Delegate tasks as necessary;
- Sign all contracts unless delegated to a designate or as covered under the policy manual;
- Be one of the Associations signing officers.
- 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
- The paid positions share report to the President

### Past President shall:

- Provide guidance to the President and the Board of Directors on matters relating to the past conduct of business.
- Chair the Annual General Meeting.
- Perform such other duties as the President may request.

### Vice President Representative shall:

- Assume the duties of the President in the absence for any reason of the President;
- Direct the operation of all rep teams entered in the OMHA
- Approve all rep team tournament entries and exhibition games
- Set up and conduct pre-season, pre-playoff and pre-tryout administrative meetings for all Rep coaches, and any other administrative meetings as necessary.

### The Vice President House League shall.

- Assume the duties of the President in the absence for any reason of the President and Vice President OMHA Rep Hockey;
- Be responsible for the supervision of the respective House League Directors and Select program and work to improve the overall operation of both;
- Arrange with the Convenors, the schedules of games and practices to best use the ice time allotted to him/her and obtain the approval of these schedules from the Board of Directors

### Vice President Blades shall:

- Serve as the primary OWHA Rep for the Association;
- Approve all team OWHA rosters;
- Approve all rep team tournament entries and exhibition games;
- Be responsible for the supervision of the respective OWHA divisions and work to improve the overall operation of these divisions;
- Set up and conduct pre-season, pre-playoff and pre-tryout administrative meetings for all Rep coaches and any other administrative meetings as necessary;

### OMHA Representative shall:

- Ensure all OMHA regulations are followed
- Act a liaison with the OMHA and it's representatives
- Work with the Office Administrator in submitting rosters
- Attend all Lakeshore meetings on behalf of NDMHA

OWHA Director shall

- Be responsible for the supervision of the respective OWHA Representative divisions to work to improve the overall operation of both;
- Arrange the schedules of games and practices to best use the ice time allotted to him/her and obtain the approval of these schedules from the Board of Directors

Secretary shall:

- Record or delegate the recording of the minutes of General Meetings of the Membership, Board Meetings and ensure that Association records are regularly and properly kept;
- Ensure the proper custody of the Association's corporate seal, corporate minutes, and resolutions and other corporate records and documents;
- 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 UMHA operating purposes as requested by the Board;
- Carry on any Association correspondence required and maintain copies of all such correspondence pertaining to the Board;

Director of Finance shall:

- Ensure adherence to and implementation of financial policies in the financial administration of the Association;
- Present a Report from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting;
- Evaluate, review and recommend financial policy to the Board;
- Submit a monthly statement to the Board;
- Have the Association records audited annually as per the *Not-for-Profit Corporations Act*;
- Be one of the Association's signing officers.

Director of Risk Manager shall:

- 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.
- Be responsible in managing issues pertaining to conduct Harassment, Abuse and Bullying Policies as well as manage matters that may bring unnecessary risk to the Association, its Board Directors and members.
- Will report to the Executive any issues dealing with discipline whether on or off the ice.
- Implement and enforce all OMHA Risk Management Programs;
- Establish, maintain and implement procedures with respect to clearance of all volunteers required to complete a police report;
- Ensure that all necessary and appropriate insurance has been purchased;
- Act as the Corporation's liaison with the OMHA and represent the Corporation at regional meetings with other associations;

Head Coaches Director shall:

- Coordinate the Coach Feedback / Evaluation Process;
- Chair the Coach Selection Committee for OMHA/OWHA coaching positions;
- Receive all coaching applications and ensure that coaching criteria as determined by the OMHA/OWHA are met.

Head Trainer Director shall:

- Promotes safety through Local Association
- Demonstrates values of the HTCP
- Mentors Team Trainers

- Assists in identification of training needs for local association

Director of Development shall:

- For purposes of establishing, implementing and evaluating on ice and off ice technical development programs, liaise with the Vice Presidents and Convenors;
- To recruit and train volunteers to perform the functions required for technical development;
- To organize coaching clinics for UMHA coaches;
- To set up instructional coaching meetings, as needed, throughout the hockey season to update coaching development;
- To monitor coaches, periodically, throughout the year in order to recommend areas of improvement.

HL Directors (Uxbridge, Port Perry and Blades)

- Arrange with the Convenors, the schedules of games and practices to best use the ice time allotted to him/her and obtain the approval of these schedules from the Board of Directors
- Work with the Director of Development and Convenors to implement development programs
- 

Sponsorship Manager shall:

- Be responsible for obtaining sponsors for all House League teams of the association;
- Be responsible for invoicing and collection of fees from all association sponsors;
- Co-ordinate communications of the sponsors with the Equipment Director for jerseys;
- Be responsible for the association individual and team photos, awards and trophy procurement process.

Marketing Manager/Webmaster shall:

- Co-ordinate all OMHA/OWHA marketing programs within the association;
- Maintain the association website, it's content and administration;

Equipment Manager shall

- Be responsible for making recommendation for the purchase or equipment for the association.
- Maintain association equipment inventory.

Convenors shall:

- Supervise all matters regarding the on-ice operations of his/her Division.
- Attend games in the division and ensure that the objectives of the Association are being met to the greatest extent possible.
- Receive all complaints, protests and appeals within his/her division.
- Ensure that division members, players and volunteers abide by the OMHA/OWHA Constitution, By-Laws, Operating Policies, and Rules and Regulations.
- Recommend to the Board disciplinary action against players, team officials or other members of the Association when warranted.
- Advise the Referee-in-Chief about any misconduct on the part of referees or linesmen.

Book Keeper shall:

- Be responsible for maintaining accurate financial records;
- Deposit all monies in the association bank account and make all disbursements by cheque as per Policy Manual.
- Process any transactions as directed and authorized by 2 signing officials of the association
- Submit a written monthly statement to the Director of Finance.

Office Administrator shall:

- Ice Schedules
  - Ensure that all games, practices, tournaments, tryouts, and clinics requiring ice are scheduled in a timely and equitable fashion;
  - Maintain the Association Ice Schedule on the website;
  - Prepare playoff schedule and contracts;
  - Attend annual scheduling meetings;
  - Coordinate rescheduling of cancelled games within 7 days of cancellation with other Associations' ice schedulers, League Convenors and Referee-in- Chief.
- House League Time Keepers
- Registration of all Members (OMHA and OWHA)
  - Maintain a register of receipts regarding all registration fees received by the Association and forward all monies promptly to the Treasurer for deposit to the credit of the Association
- Complete all Rosters
- Administration of the Hockey Registration Canada site
- Association Administration
- Attend Meetings

Referee In Chief shall:

- Be responsible for providing qualified officials for all association home games;
- Ensure refereeing complaints are addressed and solved in a timely fashion;
- Implement and maintain referee developmental programs;
- Ensure referees are scheduled for all games and accurate records maintained for payment;
- Attend minimum of 3 meetings a year and provide an update to the board on:
  - Recruiting plans
  - Development
  - Changes from Hockey Canada

President	2 Years maturing in even years
VP Rep	2 years maturing in odd years
VP HL	2 years maturing in even years
VP Blades	2 years maturing in odd years
OMHA Director	2 years maturing in even years
OWHA Director	2 years maturing in even years
Secretary	2 years maturing in odd years
Director of Finance	2 years maturing in even years
Director of Risk Management	2 years maturing in odd years
Head Coach Director	1 year
Head Trainer Director	1 year
Director of Development	1 year
Sponsorship Manager	1 year
Marketing Manager/Webmaster	1 year
Equipment Manager	1 year
Convenors	1 year
HL Director Uxbridge	1 year
HL Director Port Perry	1 year
HL Director Blades	1 year