

GRAND VALLEY & DISTRICT MINOR HOCKEY

Appendix 'A' Executive Position Profiles

Position: **PAST – PRESIDENT** **(Officer)**

Conditions of Nomination: Must have served as the previous president

General Role:

- ✓ Provide leadership / continuity to the current executive
- ✓ Assist as required all executive members in fulfilling their roles
- ✓ Support / enforcement of the GV&DMHA constitution
- ✓ Assist as required with organization fundraising initiatives

Busy Period: Varies throughout the year

Minimum Hours per week: 1 hour

GRAND VALLEY & DISTRICT MINOR HOCKEY

Appendix 'A' Executive Position Profiles

Position: **VICE- PRESIDENT** (Officer)

Conditions of Nomination: None

General Role:

- ✓ Act in all manners in the absence of the president
- ✓ Assist as required all executive members in fulfilling their roles
- ✓ Support / enforcement of the GVDMHA constitution
- ✓ Assist as required with organization fundraising initiatives

Busy Period: Consistent throughout the year

Minimum Hours per week: 6 – 8 hours average

GRAND VALLEY & DISTRICT MINOR HOCKEY

Appendix 'A' Executive Position Profiles

Position: **SECRETARY** **(Officer)**

Conditions of Nomination: None

General Role:

- ✓ Keep an accurate account of the minutes of all the meetings and maintain an up to date register of all officers, executive and team staff (including coaches, trainers and managers)
- ✓ Mail and correspondence
- ✓ Maintain an up to date record of the GV&DMHA Constitution
- ✓ Support and enforce the GV&DMHA constitution
- ✓ With the President & Treasurer have co-signing authority of all cheques
- ✓ Assist as required with organization fundraising initiatives

Specific Duties:

- ✓ Type and publish minutes of meetings
- ✓ Book facilities for and advise of meetings
- ✓ Coordination and publication of association newsletter (4 / season)
- ✓ Coordination of Picture Day (includes booking photographer, facilities and publishing schedule)
- ✓ Notification of GV&DMHA Annual General Meeting as prescribed in General By-law

Busy Period: Consistent throughout the year

Minimum Hours per Week: 2-4 hours average

GRAND VALLEY & DISTRICT MINOR HOCKEY

Appendix 'A' Executive Position Profiles

Position: **TREASURER** **(Officer)**

Conditions of Nomination: Previous Bookkeeping Experience an Asset

General Role:

- ✓ Submit all financial reports and keep an accurate account of all association monies
- ✓ Assist as required with organization fundraising initiatives

Specific Duties:

- ✓ With the president & secretary have co-signing authority of all cheques
- ✓ All banking transactions on behalf of GV&DMHA
- ✓ Maintain books on behalf of the association
- ✓ Pay all bills incurred
- ✓ Liaison with league convenors and the referee in chief re: payment to game referees and timekeepers
- ✓ Liason with team managers with regards to game gate monies
- ✓ Prepare invoices / collection of all unpaid registration fees, sponsors for team sweaters, team trophies, etc
- ✓ Prepare monthly finance reports
- ✓ Set proposal guidelines for a budget to the executive
- ✓ Arrange annual audit of all association accounts

Busy Period: Consistent throughout the year

Minimum Hours per week: 12 –15 hours average

GRAND VALLEY & DISTRICT MINOR HOCKEY

Appendix 'A' Executive Position Profiles

Position: **REGISTRATION COORDINATOR**

Conditions of Nomination: PC, Internet and Scanner Recommended

General Role:

- ✓ Establish and coordinate all GV&DMHA registrations in regards to membership / eligibility
- ✓ Assist as required with organization fundraising initiatives

Specific Duties:

- ✓ Fee collection and membership
- ✓ Organize fundraising activities associated with registration
- ✓ Organize / coordinate registration days
- ✓ Maintain accurate player records, ensuring that copies of birth certificates are kept on file and RIS program is completed by all parents.
- ✓ Enter all player information on the HRC

Busy Period: March, August through December

Minimum Hours per Week: Season start up 20 hours average, 1 hour after

GRAND VALLEY & DISTRICT MINOR HOCKEY

Appendix 'A' Executive Position Profiles

Position: EQUIPMENT DIRECTOR

Conditions of Nomination: None

General Role:

- ✓ Maintain and purchase any equipment as required for GV&DMHA
- ✓ Assist as required with organization fundraising initiatives

Specific Duties:

- ✓ Ensure all safety standards in regards to equipment loaned by GV&DMHA are met or exceeded
- ✓ Ensure all equipment loaned out is tracked and returned. This includes all goalie equipment team sweaters and supplies
- ✓ Ensure each team is equipped with required equipment at start of season (this includes team socks, sweaters and goalie equipment)
- ✓ Ensure all coaches / trainers are aware of the required safety standards for players on the ice and assist in resolving any issues of non-compliance to those standards

Busy Period: Season start, maintenance throughout the year

Minimum Hours per week: Season start 4 – 8 average, 1 per week after

GRAND VALLEY & DISTRICT MINOR HOCKEY

Appendix 'A' Executive Position Profiles

Position: **PREVENTION SERVICES DIRECTOR**

Conditions of Nomination: None

General Role:

- ✓ As mandated by the OMHA, follow through, development and enforcement of association Prevention Services policies in order to provide a safe environment for the sport of hockey
- ✓ Assist as required with organization fundraising initiatives

Specific Duties:

- ✓ Educate **all** association members in aspects of Prevention Services policies and procedures
- ✓ Keep up to date and accurate records of our certified members
- ✓ Plan and organize a 'Speak Out' clinic to be hosted by GV&DMHA as required
- ✓ Act as first contact regarding any complaints of Harassment or Abuse in GV&DMHA
- ✓ Lead and organize Adhoc committee to deal with any complaints received relating to Harassment or Abuse

Busy Period: Consistent throughout the year

Minimum Hours per Week: 2 – 4 average

GRAND VALLEY & DISTRICT MINOR HOCKEY

Appendix 'A' Executive Position Profiles

Position: **LOCAL LEAGUE CONVENOR**

Conditions of Nomination: Access to a PC, Web access beneficial

General Role:

- ✓ Ensure that the Constitution, rule, regulations and procedures are carried out according to league and association policy
- ✓ Act as executive contact with the coaches, managers and parent membership
- ✓ Represent GV&DMHA at all required league meetings
- ✓ Assist as required with organization fundraising initiatives
- ✓ Assist as required with organization fundraising initiatives

Specific Duties:

- ✓ Recruitment of coaches and other team staff where necessary
- ✓ Communication of league rules to coaches
- ✓ Obtain ice-time from the ice-scheduler for game schedules
- ✓ Supervise all league schedules to see they are drawn up properly and distributed to the necessary personnel
- ✓ Submit all game sheets to league statistician
- ✓ Assist in final play-off organization, presentation of trophies and awards for various age categories
- ✓ Liaison with Game Official scheduler to arrange referees and timekeepers for scheduled games
- ✓ Liaison with Treasurer to provide payment for game referees and timekeepers
- ✓ Maintain and communicate league standings
- ✓ Submit a convenors report for the Annual Meeting

Busy Period: All Year

Minimum Hours per week: Season start 8 -12 hours, 4 – 6 after

GRAND VALLEY & DISTRICT MINOR HOCKEY

Appendix 'A' Executive Position Profiles

Position: OMHA CENTRE CONTACT

Conditions of Nomination: Access to a PC & Internet required

General Role:

- ✓ Act as first representation for GV&DMHA in all matters pertaining to the OMHA
- ✓ Maintain online listing in the centre facts guide on OMHA website
- ✓ Monitor the grand-valley@omha.net email address
- ✓ Assist as required with organization fundraising initiatives

Specific Duties:

- ✓ Receive all OMHA mailings and distribute the materials to the appropriate and interested parties in a timely manner
- ✓ Submit and maintain online player rosters with the OMHA
- ✓ Act as liaison with the OMHA in all matters pertaining to the OMHA
- ✓ Scheduling of all OMHA Playdown games with opposing centres, and ensure conditions of the playdown contracts are met.
- ✓ Ensure GV&DMHA is conducting themselves accordingly with regards to the Manual of Operations set out by the OMHA
- ✓ Provide assistance in any OMHA matter as required

Busy Period: All Year, Busier during the playdowns (Jan - March)

Minimum Hours per Week: 2 – 4 average

GRAND VALLEY & DISTRICT MINOR HOCKEY

Appendix 'A' Executive Position Profiles

Position: **ICE SCHEDULER**

Conditions of Nomination: Access to a PC recommended

General Role:

- ✓ Acts as the interface between GV&DMHA and other league centres in matters relating to game scheduling in absence of league convenors
- ✓ Plan and approve all ice time purchased by GV&DMHA
- ✓ Co-ordinate with league convenors re: game and practice schedules
- ✓ Assist as required with organization fundraising initiatives

Specific Duties:

- ✓ Monitor / maintain and resolve conflicts in regards to ice allocations as established by the GV&DMHA for all teams
- ✓ Verify / approve with the Treasurer all arena ice bills

Busy Period: All Year, Busier During Playoffs

Minimum Hours per Week: 6 – 8 average

GRAND VALLEY & DISTRICT MINOR HOCKEY

Appendix 'A' Executive Position Profiles

Position: **TECHNICAL DIRECTOR**

Conditions of Nomination: None

General Role:

- ✓ Follow through the adopted programs for skill development and assist the coaches in meeting these programs (ie Skating Skills, CHIP)
- ✓ Establish and coordinate all GV&DMHA hosted coaching, trainer, player or other related clinics
- ✓ Assist as required with organization fundraising initiatives

Specific Duties:

- ✓ Plan, coordinate and execute player evaluations at beginning of season
- ✓ Liaison between coaches and executive
- ✓ Source information on training and skill development for coaches and players and communicate information to coaches
- ✓ Ensure any coaching absentees are covered
- ✓ Assist / mentor all coaches
- ✓ Assist coaches and trainers in registering for OMHA clinics as required
- ✓ Plan, organize and advertise all OMHA clinics to be hosted by GV&DHMA (includes trainers, facilities, equipment, ice times and clinic refreshments)
- ✓ Provide OMHA tournament listings to all teams

Busy Period: Varies throughout the year

Minimum Hours per Week: 2 – 4 average

GRAND VALLEY & DISTRICT MINOR HOCKEY

Appendix 'A' Executive Position Profiles

Position: **TOURNAMENT DIRECTOR**

Conditions of Nomination: Access to PC, Internet and Email Recommended

General Role:

- ✓ Establish and coordinate all GV&DMHA hosted tournaments
- ✓ Assist as required with organization fundraising initiatives

Specific Duties:

- ✓ Submit tournament applications to the OMHA
- ✓ Work with team managers to advise team responsibilities on tournament days
- ✓ Organize tournament schedules and communication with participating teams
- ✓ Coordinate activities at tournaments including registration desk, ice times, dressing rooms, scheduling, referees, timekeepers, trophies etc
- ✓ Prepare tournament financial reports and submit to OMHA
- ✓ Maintain accurate account of all tournament records including bank account
- ✓ Submit tournament summary at Annual Meeting

Busy Period: Start of season when teams are inquiring about tournaments and tournament days (6 – 8 per year)

Minimum Hours per Week: 2 – 10 average, 8 hrs on tournament days

GRAND VALLEY & DISTRICT MINOR HOCKEY

Appendix 'A' Executive Position Profiles

Position: **FUNDRAISING COORDINATOR**

Conditions of Nomination: None

General Role:

- ✓ Plan and organize any fundraising endeavors conducted by GV&DMHA
- ✓ Act as liaison between teams and executive regarding any team based fundraising
- ✓ Form a fundraising committee comprised of one parent from each team
- ✓ Assist as required with organization fundraising initiatives

Specific Duties:

- ✓ Lead the planning and organization of the any operations run by GV&DMHA at the Grand Valley Fall Fair
- ✓ Prepare a summary of expenses incurred and income earned for each fundraiser
- ✓ Research new ideas for association fundraising
- ✓ Present any team fundraising proposals to the executive for their final approval

Busy Period: August & September in preparation for Fall Fair

Minimum Hours per Week: 1 – 2 average, busier in August and September

GRAND VALLEY & DISTRICT MINOR HOCKEY

Appendix 'A' Executive Position Profiles

Position: **GAME OFFICIAL SCHEDULER**

Conditions of Nomination: None

General Role:

- ✓ Scheduling of all game officials for regular season, OMHA preliminary and league playoff games
- ✓ Assist as required with organization fundraising initiatives

Specific Duties:

- ✓ Schedule referees and timekeepers for all required games
- ✓ Work with convenors with regards to payment of all officials and rates to be paid per OMHA ✓ Solicit and supervise timekeepers
- ✓ Liason with the RIC to ensure referees are fully qualified to games assigned

Busy Period: Throughout the year

Minimum Hours per Week: 4 average

GRAND VALLEY & DISTRICT MINOR HOCKEY

Appendix 'A' Executive Position Profiles

Position: **SPONSORSHIP DIRECTOR**

Conditions of Nomination: None

General Role:

- ✓ Solicit sponsorship as required by GV&DMHA
- ✓ Assist as required with organization fundraising initiatives

Specific Duties:

- ✓ Co-ordination, solicitation and collection of team sponsorship monies
- ✓ Maintain accurate recording of team sponsors and their contracts

Busy Period: Season start, and maintenance throughout the year

Minimum Hours per Week: Season start 4-8 average, 1 per week thereafter

GRAND VALLEY & DISTRICT MINOR HOCKEY

Appendix 'A' Executive Position Profiles

Position: **BURSARY DIRECTOR**

Conditions of Nomination: None

General Role:

- ✓ Solicit sponsorship specific to the annual Bursary for GV&DMHA
- ✓ Act as a liaison between bursary committee and executive regarding selections of candidates
- ✓ Assist as required with organization fundraising initiatives

Specific Duties:

- ✓ Recruit members for Bursary committee
- ✓ Co-ordination, solicitation and collection of Bursary Sponsorship monies
- ✓ Maintain accurate recording of Bursary Sponsors
- ✓ Submit financial reports periodically throughout the year to association President and Treasurer
- ✓ Establish selection process for awarding Bursary
- ✓ Prepare a final report for the AGM

Busy Period: Throughout the year

Minimum Hours per Week: Varies throughout the season

GRAND VALLEY & DISTRICT MINOR HOCKEY

Appendix 'A' Executive Position Profiles

Position: **SOCIAL MEDIA DIRECTOR**

Conditions of Nomination: None

General Role:

- ✓ Maintain and monitor all social media accounts for GV&DMH
- ✓ Assist as required with organization fundraising initiatives

Specific Duties:

- ✓ Manage GV&DMH website, post articles and organization wide communications
- ✓ Manage and monitor all social media platforms (facebook, twitter, website).
- ✓ Support Executive Committee by promoting/communicating their initiatives on social media channels
- ✓ Promote and advertise organization events on social media channels
- ✓ Set up and manage Google Plus community for Executive communication
- ✓ Monitor Grand Valley Twisters email account for inquiries
- ✓ Set up and encourage Team Managers accounts on website to enable and encourage team page management.

Busy Period: Throughout the year

Minimum Hours per Week: Varies throughout the season

GRAND VALLEY & DISTRICT MINOR HOCKEY

Appendix 'A' Executive Position Profiles

Position: **BOND DIRECTOR**

Conditions of Nomination: None

General Role:

- ✓ Organize and manage GV&DMH Volunteer Bond Program
- ✓ Assist as required with organization fundraising initiatives

Specific Duties:

- ✓ Collect bond policy agreement and cheques during registration period
- ✓ Organize receipt distribution with team managers and event coordinators for volunteer events
- ✓ Provide, coordinate, and communicate volunteer opportunities to membership
- ✓ Maintain accurate records of bond agreements, bond point remissions, etc.
- ✓ Organize and coordinate submission opportunities or events for bond points.
- ✓ Answer any inquires regarding the bond policy.

Busy Period: Throughout the year

Minimum Hours per Week: Varies throughout the season

