

SMHA BOARD OF DIRECTORS – JOB FUNCTIONS AND DUTIES

The positions on the Board of Directors are all for a one year term.

Each outgoing Director shall prepare a detailed summary of the matters and organizational things that had to be dealt with during his term so that a new incoming Director would have access to written material. Such material should be retained in a binder, booklet or format for review by any new Director as an aid to conducting his duties.

EXECUTIVE COMMITTEE:

President:

1. Attends all Board of Directors and Executive Committee meetings.
2. Is responsible for the general supervision over, and direction of, the operation of the Executive.
3. Is responsible for the supervision and direction of all officers, including standards of performance, sphere of control, and disciplinary action.
4. Is responsible for preparation of the agenda for Board of Directors and Executive Committee meetings.
5. Is responsible for the conduct of meetings.
6. Schedules and presides at all meetings.
7. Maintains contact with other orientated resource groups.
8. Serves as a voting member on all committees, ex officio.
9. Becomes Past President in an advisory capacity.
10. Is a signing authority.
11. Exercises the powers of the SMHA in case of emergency.

Past President:

1. Attends all Board of Directors and Executive Committee meetings.
2. Shall be a source of guidance to the Executive Committee and Board of Directors.
3. Shall keep an accurate recording of all decisions made by the Executive Committee and Board of Directors.
4. Propose changes to the Bylaws and Policy and Procedures Manual.

Vice-President Development

1. Attends all Board of Directors and Executive Committee meetings.
2. If appointed by the President, shall perform the duties of the President in his/her absence.
3. Is responsible for the following areas: Officials and Player and Coach, Development.
4. Reports to the President.

Vice-President Administration

1. Attends all Board of Directors and Executive Committee meetings.
2. If appointed by the President, shall perform the duties of the President in his/her absence.
3. Attends or appoints a designate to all ARAS meetings.
4. Is responsible for the following areas: Tournament Coordination, Concession, Fundraising/Sponsorship, Publicity/Communications and Social.
5. Responsible for the assignment and collection of all keys held by Executive and Board of Directors.
6. Reports to the President.

Vice-President Hockey Operations

1. Attends all Board of Directors and Executive Committee meetings.
2. Attends Hockey Alberta Zone Meetings
3. If appointed by the President, shall perform the duties of the President in his/her absence.
4. Is responsible for the following areas: Rep. League, Recreation League, Hockey Alberta/ League Representation, Registration, Equipment and Risk Management.
5. Reports to the President.
6. Attends all necessary Hockey Alberta and League meetings.

7. Be notified and involved with player movement, i.e. must be in possession of player releases to forward to Hockey Alberta.
8. Administers all Player Cards and Team Sheets.
- 9.. Acts as liaison between Hockey Alberta and SMHA members including special event, travel permits.
10. Ensure criminal checks are completed by all coaches.

Vice-President Programs

1. Attends all Board of Directors and Executive Committee meetings.
2. If appointed by the President, shall perform the duties of the President in his/her absence.
3. Is responsible for the following areas: All Level Categories, Team Affiliation, Ice Allocation.
4. Reports to the President.
5. Responsible for the evaluation process including the following
 - recruiting and hiring evaluators, setting a clear and transparent evaluation policy and oversee entire evaluation process with assistance from all level directors and Bantam/Midget Coordinator.

Secretary

1. Attends all Board of Directors and Executive Committee meetings.
2. Records the minutes of all meetings and circulates them and distributes them appropriately.
3. Maintains a file cabinet with all previous pertinent data (licenses, permits, registrations, etc., with photocopies of same).
4. In charge of all Executive records.
5. Maintains and updates the Strathcona Minor Hockey Association Policy and Procedures Manual as required.
6. Is responsible for all Executive correspondence.
7. Publishes the appropriate notice of the Annual General Meeting.
8. Is a signing authority.
9. Performs such other duties as designated by the President.
10. Maintain a post office box.
11. Reports to the President.

Treasurer

1. Attends all Board of Directors and Executive Committee meetings.
2. Maintains accounting records and back-up data.
3. Provides purchase orders on request from authorized personnel/Executive members.
4. Handles all banking functions.
5. Prepares financial statements for the last accounting period for presentation at the Board of Directors meetings.
6. Maintains a file cabinet with all current pertinent data.
7. Must be a signing authority for all cheques along with either the President or Secretary.
8. Presents an annual statement of all operations.
9. Prepares an annual budget and financial statement.
10. Issues all payments for goods or services received.
11. Reports to the President.

BOARD OF DIRECTORS:

Coaching and Player Development Director

1. Attends all Board of Directors meetings.
2. Coordinates appropriate coaching development clinics in conjunction with Hockey Alberta.
3. Ensures coaches have appropriate coaching certification and supervision.
4. Reports to the Vice-President Development.
5. Establishes appropriate programs for development of players, such as power skating.
6. Aids in coordination of development clinics

Officials Director

1. Attends all Board of Directors meetings.
2. Coordinates appropriate officials development clinics.
3. Oversees assigning of referees.
4. Reports to the Vice-President Development.

Concession Directors (Ardrossan and Fultonvale Arenas)

1. Attends all Board of Directors meetings.
2. Responsible for all aspects of operations of arena concessions.
3. Chairs the parents' volunteer group operating the concession.
4. Maintains appropriate budgeting and financial records of operations in cooperation with the Treasurer.
5. Schedules Association members/staff to work concession duty in their respective arenas.
6. Ensures arena concessions are staffed at all appropriate times.
7. Reports to the Vice-President Administration.

Equipment Director

1. Attends all Board of Director meetings.
2. Is responsible for the purchase and maintenance of all equipment.
3. Is responsible for documentation relating to team allocation.
4. Prepares budget requirements for equipment to be submitted prior to budget meeting. Reports to Board of Directors on needs or changes to budget.
5. Maintains reasonable hours for equipment room access.
6. Obtains best prices possible for equipment.
7. Outside purchases that were not budgeted for must receive approval from the Executive.
8. Ensures that, if equipment is released during the off-season, a substantial deposit is paid.
9. Submits a list of equipment required.
10. Arranges for handling, storage, repairing, cleaning and inventory of equipment.
11. Ensures that all equipment is returned to stock by April 30 of each season.
12. Reports to the Vice-President Hockey Operations.

Fundraising/Sponsorship Director

1. Attends all Board of Directors meetings.
2. Sets up all prospective dates for fundraising.
3. Coordinates all fundraising functions (Oiler 50/50, casino, raffles, skate-a-thon, etc.) approved by the Board of Directors.
4. Files all necessary government licensing.
5. Reports on every function held to the Board of Directors.
6. Arranges for volunteers from all categories.
7. Reports to the Vice-President Administration.

Publicity/Communications Director

1. Attends all Board of Directors meetings.
2. Ensures that a electronic newsletter is regularly produced and distributed to members.
3. Ensures the website has reports on upcoming functions.
4. Create and place ads for various events (AGM, Registration, Coach Applications) using local advertising methods.
5. Publicizes needs and results for all functions.
6. Coordinate, create, maintain and manage SMHA Website content.
7. Provide technical support to team webmasters.
8. Create and Maintain website use policy and website advertising policy.
9. Act as liaison with website provider.
10. Maintain association email information.
11. Coordinates team pictures.
12. Reports to the Vice-President Administration.

Tournament Coordinator

1. Attends all Board of Directors Meetings.
2. Responsible for overseeing tournaments within SMHA and obtaining necessary approvals and sanctions.
3. Work with Ice Allocation Coordinator to book tournaments.
4. Oversee and assist tournament committee and attend tournament meetings.

Bantam and Midget Coordinator

1. Reports to VP Programs
2. Attends all Board of Directors Meetings
 - Assists the Bantam and Midget Level Directors in the evaluation process, including the following:
 - Assists in the selection of coaches
 - Assists in the evaluation process including the selection of teams consistent with our Bantam and Midget Evaluation Policy.
3. Works closely with the Elite Stream (Kings Club, Camrose, etc.) to determine which players are returning to our programs.

Category Directors (Midget, Bantam, Pee Wee, Atom, Novice, Tom Thumb/Initiation)

1. Attends all Board of Directors meetings.
2. Is responsible for ensuring that all coaches in the category fulfill the obligations of the SMHA.
3. Coordinates and sets up team selection.
4. Coordinates and sets up coach selection for the category.
5. Works with the Ice Allocator to obtain best results re ice.
6. Prepares and submits proposed changes or amendments to the hockey program applicable to the category.
7. Is responsible for regular reports to the SMHA Board of Directors.
8. Is responsible for enforcing all discipline and/or suspensions as directed by the Board of Directors.
9. Ensures that each coach is advised to thoroughly review an up-to-date Hockey Alberta Rule Book and Strathcona Minor Hockey Association Policy and Procedures Manual.
10. Responsible for the affiliation sheets of each team at their level by December 1st of the current hockey season.
11. Ensures financial requirements of the SMHA are fulfilled in association with the Treasurer.
12. Is responsible for collecting all outstanding registration monies owed to the association in conjunction with the Registrar.
13. Reports to the Vice-President Programs.

League Director

1. Attends all Board of Directors meetings.
2. Acts as the liaison between SMHA and Leagues.
3. Attend Rep. and House League meetings as SMHA representative.
4. Reports to Vice-President Hockey Operations.
5. Sits on league Board of Directors as required.
6. Ensures all SMHA League fees are paid to the appropriate leagues.
7. Recruit an appropriate amount of League Governors.

Ice Allocation Coordinator

1. Attends all Board of Directors meetings.
2. Acts as the liaison between SMHA and County Ice Allocation Committee.
3. Oversee Ice contracts with County.
4. Oversee ice for PHD, Conditioning Camps and tryouts.
5. Provides ice for all league schedules before the season begins.
6. Provides assistance to Ice Allocation Director and Tournament Director as required.

Ice Allocation Director

1. Attends all Board of Directors meetings.
2. Attends Strathcona County Ice Allocation meetings.
3. Is responsible for obtaining all ice for the SMHA.
4. Schedules game and practice ice as received from Strathcona County Parks and Recreation.
5. Ensures ice is allocated to categories in accordance with team numbers.
6. Coordinates ice times to provide times relative to age and category.
8. Follows up on use of ice by teams and ensures full utilization.
9. Reports to the Vice-President Programs.

Registration Director

1. Attends all Board of Directors meetings.
2. Coordinates annual registration.
3. Keeps all documentation relating to registration of players.
4. Prepares annually (after registration) an analysis of registered players.
5. Is responsible for collecting all outstanding registration monies owed to the Association.
Works with Category Directors and Treasurer to collect outstanding monies.
6. Maintains a complete computerized record of all players, including names, addresses, parents' names, phone numbers, e-mail addresses, health care numbers, birthdates, and divisions played.
7. Provides copies of registration information to appropriate Category Directors.
8. Provides copies of all registrations to Secretary for inclusion in central files.
9. Reports to the Vice-President Operations.

Risk Management Director

1. Attends all Board of Directors meetings.
2. Responsible for implementation of risk management policy including annual inspections of buildings and equipment.
3. Reports to the Vice-President, Hockey Operations.
4. Assists SMHA in review of and application of Policies and Procedures.

Social Director

1. Attends all Board of Directors meetings in a non-voting capacity.
2. Responsible for social events within the association or hosted by the association (Coaches Dinner, Dance and Coaches Game).
3. Reports to the Vice-President Administration.
4. Responsible for Team of the Week: Display, schedule, coupons, emails for Initiation to Pee Wee teams.
5. Printing and distribution of coffee cards for all teams and referees
6. Supplying refreshments for various coaching clinics hosted by SMHA