

AGM 2011 PROPOSAL

11. DUTIES OF BOARD

11.1 Duties of Board

a) Past President:

The Past President shall:

- i) be available to assist any Board requiring assistance in the completion of his or her functions;
- ii) carry out other duties as assigned by the Board, Board Committee, or the President.
- iii) **not hold the position of Head Coach, Assistant Coach, Trainer or Manager of any BWGMHA house, local league, or rep team.**

b) President:

The President shall:

- i) represent the Association in the Community;
- ii) act as Chair of the Board Committee, and at all Meetings of the Membership;
- iii) exercise general supervision of the Association in accordance with Policies determined by the Board;
- iv) be a non-voting Member of all committees and sub-committees of the Association;
- v) report regularly to the Board on matters of interest;
- vi) delegate tasks as necessary.
- vii) select Ad-Hoc committees as required;
- viii) **not hold the position of Head Coach, Assistant Coach, Trainer or Manager of any BWGMHA house, local league, or rep team.**

c) Vice President of Rep Hockey & OMHA Delegate:

1. The Vice President of Rep Hockey & OMHA Delegate shall:

- i) assume the duties of the President in the absence for any reason of the President;
- ii) monitor adherence by the Board to all existing Policies and inform the Board with respect to any inconsistencies between existing Policies and a proposed policy;
- iii) be available to assist any Board requiring assistance in the completion of his or her functions;
- iv) be the primary contact for the OMHA;
- v) ensure that copies of the Referees rule book and OMHA Manual of Operations are available to Coaches and Board.
- vi) carry out duties as assigned by the Board, Board Committee or the President;
- vii) present a report regarding Representative Hockey Operations to the Board;
- viii) appoint the members of the representative hockey operations committees;
- ix) **not hold the position of Head Coach, Assistant Coach, Trainer or Manager of any BWGMHA house, local league, or rep team.**

2. VP of Rep - Additional Duties:

- i) operate the Representative Hockey Program pursuant to the Policies of the Association;
- ii) establish and monitor Policies relating to Representative Hockey Operations provided that such Policies shall be and remain consistent with all other Policies of the Association and approved by the Board;
- iii) recruit and train volunteers to perform the functions required to operate the Representative Hockey Operations;
- iv) represent and promote the interests of the Association in relation to any Representative Hockey involvement of the Association with any other local minor hockey associations or leagues;
- v) submit to the Budget Committee in each year an estimate of revenues and expenditures of the Representative Hockey Operations Committee for the next fiscal year of the Association;
- vi) select Ad-Hoc committees as required;
- vii) recommend policy to the Board regarding Representative Hockey Operations.
- viii) **not hold the position of Head Coach, Assistant Coach, Trainer or Manager of any BWGMHA house, local league, or rep team.**

d) Vice President Local League & Simcoe Region Delegate;

The Vice President Local League & Simcoe Region Delegate shall:

assume the duties of the President in the absence for any reason of the President;

i) monitor adherence by the Board to all existing Policies and inform the Board with respect to any inconsistencies between existing Policies and a proposed policy;

ii) be available to assist any Board requiring assistance in the completion of his or her functions;

iii) ensure that copies of the Referees rule book and OMHA Manual of Operations are available to Coaches.

iv) carry out duties as assigned by the Board, Board Committee or the President;

v) select Ad-Hoc committees as required;

vi) **not hold the position of Head Coach, Assistant Coach, Trainer or Manager of any BWGMHA house, local league, or rep team.**

e) Vice President House League Hockey;

1. The Vice President House League Hockey shall:

i) assume the duties of the President in the absence for any reason of the President;

ii) monitor adherence by the Board to all existing Policies and inform the Board with respect to any inconsistencies between existing Policies and a proposed policy;

iii) be available to assist any Executive requiring assistance in the completion of his or her functions;

iv) ensure that copies of the Referees rule book and OMHA Manual of Operations are available to Coaches.

v) carry out duties as assigned by the Board, Board Committee or the President;

vi) appoint the members of the representative hockey operations committees;

vii) **not hold the position of Head Coach, Assistant Coach, Trainer or Manager of any BWGMHA house, local league, or rep team.**

2. VP House League - Additional Duties;

i) operate the House League Hockey Programs pursuant to the Policies of the Association;

ii) establish and monitor Policies relating to House League Hockey Operations provided that such Policies shall be and remain consistent with all other Policies of the Association and approval by the Board;

iii) recruit and train volunteers to perform the functions required to operate the House League Hockey Operations;

iv) submit to the Budget Committee in each year an estimate of revenues and expenditures of the House League Hockey Operations Committee for the next fiscal year of the Association;

v) present a report regarding House League Hockey Operations to the Board;

vi) select Ad-Hoc committees as required;

vii) recommend policy to the Board regarding House League Operations.

viii) **not hold the position of Head Coach, Assistant Coach, Trainer or Manager of any BWGMHA house, local league, or rep team.**

f) Treasurer;

The Treasurer shall:

i) Signing Authority for cheques and any financial transactions plus one additional signor (President, Vice Presidents, Secretary)

ii) ensure adherence to and implementation of financial Policies in the financial administration of the Association;

iii) ensure the submission of the books of account to the Auditor of the Association at the end of the financial year;

iv) present a Report of the Auditor from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting;

v) evaluate, review and recommend financial policy to the Board Committee and to the Board;

vi) chair the Budget Committee;

- vii) carry out duties assigned by the Board, the Board Committee or the President.
- viii) select Ad-Hoc committees as required;
- ix) prepare a budget for the Association for the next fiscal year for submission to the Board for approval;
- x) liaise with all Committees of the Board to receive estimates of revenues and expenditures for the next fiscal year of the Association for purposes of preparing the Budget;
- xi) finalize schedule of budget submissions from all committees on an annual basis;
- xii) recommend policy to the Board regarding financial budgeting and planning.
- xiii) **not hold the position of Head Coach, Assistant Coach, Trainer or Manager of any BWGMHA house, local league, or rep team.**

g) Registrar:

The Registrar shall:

- i) ensure adherence to and implementation of financial Policies in the financial administration of the Association;
- ii) carry out duties assigned by the Board, the Board Committee or the President.
- iii) **not hold the position of Head Coach, Assistant Coach, Trainer or Manager of any BWGMHA house, local league, or rep team.**

h) Secretary:

The Secretary shall:

- i) record or delegate the recording of the minutes of General Meetings of the Membership, Board Meetings and Board Committee Meetings and ensure that Association records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent and By-laws and the Policies and procedures established by the Board or by the Membership;
- ii) ensure the proper custody of the Association's corporate seal, corporate minutes and resolutions and other corporate records and documents;
- iii) be responsible for receiving and distributing all correspondence received or sent by the Association and all communications within the Association;
- iv) recommend policy to the Board regarding internal and external communications of the Association;
- v) ensure that all necessary and appropriate insurance has been purchased;
- vi) maintain the membership list referred to in Section 6.2;
- vii) carry out duties as assigned by the Board, the Board Committee or the President.
- viii) **not hold the position of Head Coach, Assistant Coach, Trainer or Manager of any BWGMHA house, local league, or rep team.**

i) Abuse & Harassment Convenor:

j)

The Abuse & Harassment Convenor shall:

- i) implement and enforce all OMHA Risk Management Programs;
- ii) establish and maintain procedures with respect to clearance of all volunteers required to complete a police report;
- iii) carry out volunteer screening as per policy and guidelines;
- iv) assist as requested with implementation of Risk Management Programs;
- v) carry out other duties as assigned by the **Board, Board** Committee, or the President.
- vi) Select Ad-Hoc committees as required;
- vii) **not hold the position of Head Coach, Assistant Coach, Trainer or Manager of any BWGMHA house, local league, or rep team.**

k) Head of Hockey Auxiliary:

The Head of Hockey Auxiliary shall:

- i) Arrange for Team Photos;
- ii) Present approved Association apparel proposal for tenders
- iii) carry out other duties as assigned by the **Board, Board** Committee, or the President.
- iv) Select Ad-Hoc committees as required;

- v) set up an accurate recording system covering income and disbursements relating to sponsorship for delivery to the Treasurer;
- vi) actively pursue new sponsorship projects;
- vii) manage and supervise current sponsorship endeavours;
- viii) submit to the Budget Committee in each year an estimate of revenues and expenditures of the Sponsorship Committee for the next fiscal year of the Association;
- ix) present a report regarding sponsorship to the Board;
- x) recommend policy to the Board regarding sponsorship.
- xi) **not hold the position of Head Coach, Assistant Coach, Trainer or Manager of any BWGMHA house, local league, or rep team.**

n) Representative & AE Tournament Director:

The Representative & AE Tournament Director shall:

- i) Organizes and co-ordinates the BWGMHA Representative & AE tournaments following OMHA rules and association rules.
- ii) Acts as contact person for all applicants to our Representative & AE tournaments.
- iii) Prepares financial statement to present to the Board following the Representative & AE tournaments.
- iv) Carry out other duties as assigned by the Board, Board Committee, or the President.
- v) Select Ad-Hoc committees as required;
- vi) **not hold the position of Head Coach, Assistant Coach, Trainer or Manager of any BWGMHA house, local league, or rep team.**

o) House League & Local League Tournament Director:

The House League & Local League Tournament Director shall:

- i) Organizes and co-ordinates the BWGMHA House League & Local League tournaments following OMHA rules and association rules.
- ii) Acts as contact person for all applicants to our House League & Local League tournaments.
- iii) Prepares financial statement to present to the Board following the House League & Local League tournaments.
- iv) Carry out other duties as assigned by the Board, Board Committee, or the President.
- v) Select Ad-Hoc committees as required;
- vi) **not hold the position of Head Coach, Assistant Coach, Trainer or Manager of any BWGMHA house, local league, or rep team.**

p) Technical Director:

The Technical Director shall:

- i) organize clinics for start of season (PRS, Trainers, coaches, CHIP).
- ii) organize goalie, body checking and power skating clinics.
- iii) for purposes of establishing, implementing and evaluating on ice and off ice technical development programs liase with the VP Local League, VP House League and the VP Representative Hockey;
- iv) recruit and train volunteers to perform the functions required for technical development;
- v) liase with the OMHA concerning the coach mentor program;
- vi) carry out other duties as assigned by the Board, Board Committee, or the President.
- vii) select Ad-Hoc committees as required;
- viii) **not hold the position of Head Coach, Assistant Coach, Trainer or Manager of any BWGMHA house, local league, or rep team.**

q) Equipment Convenor:

The Equipment Convenor shall:

- i) maintain an inventory of all equipment owned by the Association;
- ii) collect rental fees and security deposits for all goalie equipment leased;
- iii) solicit bids and purchase hockey equipment, as required;
- iv) maintain and repair all equipment owned by the Association;
- v) solicit bids and arrange the purchase of year end awards;

- vi) submit to the Budget Committee in each year an estimate of revenues and expenditures for the next fiscal year of the Association;
- vii) present a report regarding purchasing and equipment to the Board;
- viii) recommend a policy to the Board regarding purchasing and equipment.
- ix) carry out other duties as assigned by the Board, Board Committee, or the President.
- x) Select Ad-hoc committees as required;
- xi) **not hold the position of Head Coach, Assistant Coach, Trainer or Manager of any BWGMHA house, local league, or rep team.**

Proposed by – Paul Brundige

Seconded by - Pennie Brundige