

Two Part Proposal –

Proposed by: Nancy Bateman, Treasurer

Seconded by: Sharon Brinkos, Secretary

Also with a reminder that although duties are listed, Board members are asked to help each other out when needed.

1) Proposal for AGM approval:
Addition of Board Position – Fundraising Chair

Board Position: Fundraising Chair

Length of Term: 2 years

Responsibilities:

- Prepare package to issue to potential team sponsors.
- Follow up with potential sponsors and receive sponsor forms and cheques/payments.
- Prepare the list of sponsors and associated teams/divisions for sponsor names for team jerseys.
- Receive hockey team fundraiser applications and review and provide approvals.
- Maintain a calendar of the hockey seasons teams fundraisers.
- Notify Beer Store Manager of scheduled beer bottle drives (allowed each week).
- Ensure compliance of all fundraising with Town regulations
- Plan, organize and supervise Association events as proposed by the Chair, the Board and its members (does not include fundraising events planned within specific teams)
- Create and chair a fundraising committee (meetings to be organized within the committee itself)
- Report all plans, budgets, and any type of necessary information to the Board of Directors.

2) Proposal for AGM approval:
Change of Language:
Duties with existing Board Positions:

Board Position: Head of Hockey Auxiliary

Length of Term: 1 year

Responsibilities:

- Arrange for BWGMHA Photographer & Picture day (s).
- Prepare schedule for all divisions team pictures.
- Distribute pictures to Convenors for distribution.
- Prepare & distribute sponsor photos and thank you.
- Order Year end banquet awards, including year-end trophies, Esso awards, and special annual memorial awards. Ensure plating is accurate and ready for banquet day.
- Arrange Year end banquet food and drinks.
- Arrange AGM meeting details, including reports, room, refreshments

(continued)

Board Position: Secretary

Length of Term: 2 years

Responsibilities:

- Arrange for monthly Board meetings and locations.
- Prepare meeting agendas and issuance of meeting minutes
- Issuance of Letters of Relief for players trying out or playing in other centres if not already done so by the VP of Operations
- Issuance of Bank Letters for teams to open a team account
- Pick up mail from BWGMHA Mailbox 383 and date stamp and deliver to appropriate personnel.
- Ensure offices and trophy cases are well maintained.
- Relay necessary information to the Web master to input to the BWGMHA web site accordingly.

Board Position: Equipment

Length of Term: 1 Year

Responsibilities:

- Determine which companies team jerseys and socks are ordered from.
- Provide volumes, colours, size of jerseys for all divisions.
- Arrange delivery of jerseys and socks to each team/divisions.
- Provide pucks/pylons for tryouts.
- Provide complete trainers bags for each team/division.
- Provide goalie equipment for each HL team/division.
- Ensure equipment is returned and maintained in good condition.
- Record stock supplies and replace when necessary.