

## **Article 8 – Duties of Officers of the Association**

### **Past-President** (first season subsequent to term)

- Transfer skills and knowledge
- Ongoing support and assistance to the President, as required

### **President**

- Represent SFGHA at ODWHA Presidents Council Meetings (3-4 per year)
- Represent SFGHA at OWHA General Meeting (Sept.)
- Chair Monthly SFGHA Executive Meetings
- Chair SFGHA General Meetings (2-3 per year)
- Report on and lead discussions regarding ODWHA, OWHA events, news, etc.
- Countersign documents/cheques that require countersignature
- Mediate and/or resolve issues impacting SFGHA, as they arise
- Oversee discipline, as required
- Approve official documentation i.e. Permission to Skate, Player Release, etc.
- Provide “Annual Presidents Report”
- Coordinate annual financial audit

### **1st Vice-President, Competitive League**

- Perform the duties of the President and/or 2nd Vice-President in the event of absence or illness
- Lead the head coach selection process for the Competitive League (review applications, organize and conduct interviews, recommend successful candidate, conduct vote, communicate results, etc.).
- Attend annual ODWHA Coach/Manager meeting
- Conduct Competitive League Coach/Manager Information Meetings (pre-season and as required)
- Provide ongoing support for Competitive League Coaches/Managers
- Mediate and/or resolve issues impacting competitive teams, as they arise
- Attend a minimum of 2-3 competitive league games throughout the season
- Provide “Competitive League Report” at monthly SFGHA Executive (and/or General) Meetings
- Maintain contact information for Competitive League Coaches/Managers
- Obtain and retain copies of Competitive League Volunteer Police Checks
- Communicate with ODWHA as required on behalf of Competitive League Coaches/Managers
- Provide “Annual Competitive League Report” at SFGHA Annual General Meeting
- Liaise with Tournament Director as primary representative of Competitive League teams
- Approve official documentation i.e. Permission to Skate, Player Release, etc.

### **2nd Vice-President, House League**

- Perform the duties of the President and/or 1st Vice-President in the event of absence or illness
- Lead the head coach selection process for the House League (review applications, organize and conduct interviews, recommend successful candidate, conduct vote, communicate results, etc.).
- Attend annual ODWHA Coach/Manager meeting
- Conduct House League Coach/Manager Information Meetings (pre-season and as required)
- Provide ongoing support for House League Coaches/Managers
- Mediate and/or resolve issues impacting house teams, as they arise
- Attend a minimum of 2-3 house league games throughout the season

- Provide “House League Report” at monthly SFGHA Executive (and/or General) Meetings
- Maintain contact information for House League Coaches/Managers
- Obtain and retain copies of House League Volunteer Police Checks
- Communicate with ODWHA as required on behalf of House League Coaches/Managers
- Provide “Annual House League Report” at SFGHA Annual General Meeting
- Liaise with Tournament Director as primary representative of Competitive League teams

### **Secretary**

- Schedule monthly meetings, reserve location and communicate details to attendees
- Maintain and distribute meeting agendas, accurate record of meeting proceedings, motions and submitted reports
- Maintain SFGHA website
- Produce monthly Cubs eNews update
- Broadcast/communicate messages to the membership, as required
- Maintain current version of SFGHA Constitution
- Provide administrative support to Executive Members, as required
- Coordinate group tournament (i.e. Brampton) hotel booking (or delegate to SFGHA Volunteer)
- Coordinate annual banquet (or delegate to SFGHA Volunteer)
- Coordinate association fundraising (or delegate to SFGHA Volunteer)
- Advertise coaching positions, registration, etc. on an annual basis

### **Treasurer**

- Draft preliminary budget for the upcoming year of anticipated (usually based on past years) expenditures and report at SFGHA Executive Meeting
- Provide “Financial Report” at monthly SFGHA Executive (and/or General Meetings)
- Provide detailed “Annual Financial Report” for review and approval at SFGHA Annual General Meeting
- Receive all funds due SFGHA and deposit into Association account
- Write cheques for expenditures approved by the Board
- Maintain up-to-date accurate books and records of all moneys received (i.e. registration, tournament registration, etc.) and disbursed (i.e. ice invoice, referees, association fees, insurance, refunds, etc.)
- Liaise with coaches/managers to collect payment for extra ice
- Oversee post office box, mailings and other administrative tasks

### **Registrar**

- Provide “Registration Report” at monthly SFGHA Executive (and/or General Meetings)
- Maintain record of coaching and trainer certification numbers, as required
- Liaise with League VPs to ensure team rosters have the appropriate documentation and approvals
- Liaise with Team Coaches/Managers to prepare official team rosters and submit for approval
- Work with Treasurer to remit team registration fees, fines, etc.
- Provide “Annual Registrar Report” for review and approval at SFGHA Annual General Meeting
- Provide membership email addresses and contact information to other executive members in support of their duties, as required
- Refresh/revise Registration Package and Forms on an annual basis
- Work with League VPs to ensure all player registration fees are collected and accounted for
- Account for payments accompanying Registrations and submit to Treasurer

### **Skills & Development Director**

- Maintain inventory of resources (i.e. Coach binders, etc.) and assets (i.e. goalie equipment, pylons, pucks, tryout jerseys, etc.) on behalf of SFGHA
- Organize/match up coach mentors with new coaches
- Support/consult coaches and assistant coaches in developing practice plans, identifying skills & development requirements (both on- and off-ice)
- Maintain directory of camps, skill development sessions, power skating, goalie coaches, fitness providers, etc.
- Work with League VPs to set Skills and Development goals/objectives for the upcoming season
- Provide “Skills & Development Report” at monthly SFGHA Executive (and/or General Meetings)
- Provide “Annual Skills & Development Report” at SFGHA Annual General Meeting
- Organize and execute pre-season conditioning, post-season 4 on 4, etc.
- Maintain inventory of team jerseys

### **Tournament Director**

- Work with SFGHA Executive to establish Tournament date and submit application for OWHA Sanction (June-August timeframe)
- Provide “Tournament Report” at monthly SFGHA Executive (and/or General Meetings)
- Assemble/lead Tournament Committee and manage Tournament Master Plan
- Liaise with Ice Director for ice, Secretary for communications/website, Town of Smiths Falls for hall rental, sponsors, etc.
- Work with Executive and Coaches/Managers to Recruit Teams starting in September

### **Ice Director**

- Provide “Ice Report” at monthly SFGHA Executive (and/or General Meetings)
- Draft and maintain Season Ice Plan on behalf of SFGHA and in accordance with documented guidelines
- Liaise with Town of Smiths Falls to procure sufficient ice for tryouts, practices, games (Regular Season, Playoff and Playdown), conditioning, 4 on 4, annual Cubtown Tournament, etc.
- Liaise with League VPs to schedule ice for tryouts
- Maintain practice and home game ice schedule for all teams on behalf of SFGHA and update website appropriately
- Work with ODWHA convener to schedule league games
- Liaise with coaches/managers regarding requests for extra ice and report costs to Treasurer

### **All Executive Members**

- Attend monthly SFGHA Executive (and/or General) Meetings and participate in decision-making
- Vote in response to motions (excluding President except in the event of a tie)
- Participate in annual coach selection process
- Maintain knowledge of OWHA, ODWHA and SGHA Rules, Regulations and Policies