



Lewisville Minor Hockey Association / Association de hockey mineur de Lewisville

PO Box 23016, Moncton, NB, E1A-6S8

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Annex 2: LMHA Board of Directors Executive Members Job Descriptions

Past President

The position of Past President will include but not be limited to the following duties:

- Provide guidance and advice to incoming President and Board members of LMHA.
- Attend and Participate in all Executive Meetings.
- Represent the Association when called upon on various committees' as so directed by the President.

President

The position of President will include but not be limited to the following duties:

- Attend and Chair all Executive monthly meetings.
- Preparing an agenda that follows the Associations mandate and schedule monthly meetings to discuss the pertinent issues.
- Keeping order during meetings.
- Enforcing punishment when necessary.
- Making sure the constitution is being followed.
- Attending the presidents monthly zone meetings and report back the discussions that pertain to our association.
- Representing our Association at the District, Provincial and Municipal level.
- Being the spokesperson for our association with the membership, public & press.
- Setting a good example through leadership.
- Being available to the membership and executive committee.
- Preparing a year-end report for the membership on the important points of the year.

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- Accept the Board of Directors Executive role of “Past President” for one year or perform an official transfer of duties to the new elected executive member at the end of the term. Documentation, processes and different tasks should be carefully reviewed and transferred to ensure a smooth transition.

1st Vice-President

The position of 1st Vice-President will include but not be limited to the following duties:

- Attend and Participate in all Executive Meetings.
- Administratively represent our association at the District and Provincial Level.
- To be responsible for the completion and timely submission of all forms and applications to HNB, District 6 and all other bodies.
- Will Chair special committee’s of the executive developed by the executive committee to improve our association. (For example constitution amendments, Policy manual amendments, etc).
- Will be responsible to fill each special committee with executive board members and or membership to ensure the association has proper representation on each special committee.
- Will be responsible to perform all the duties of the President in the absence, inability or refusal to act of the President.
- Though not necessary, this person should be prepared to move into the President’s position when consulted by the nominations committee.
- Oversee and liaise with Referee Coordinator, Equipment Coordinator and Discipline Committee.
- Perform an official transfer of duties to the new elected executive member at the end of the term. Documentation, processes and different tasks should be carefully reviewed and transferred to ensure a smooth transition.

2nd Vice-President

The position of 2nd Vice-President will include but not be limited to the following duties...

- Attend and Participate in all Executive Meetings.
- The 2nd Vice President shall perform all the duties of the 1st vice-president in the absence, inability or refusal of the 1st vice-president.

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- The 2nd Vice-President shall be responsible to schedule and reserve all ice time for the association and ensure each division and team are treated equitably in the distribution of ice time.
- The 2nd Vice-President will be responsible for checking each ice-time bill once it is received and approving such invoice prior to payment by the treasurer.
- The 2nd vice-President shall ensure all extra ice time booked above and beyond the equal allotment of our association is billed and paid for by the appropriate team.
- Over see and liaise with Tournament Coordinator.
- Perform an official transfer of duties to the new elected executive member at the end of the term. Documentation, processes and different tasks should be carefully reviewed and transferred to ensure a smooth transition.

Secretary

The position of Secretary will include but not be limited to the following duties:

- Attend and Participate in all Executive Meetings.
- Record and prepare all minutes from executive and membership meetings, and distribute to the appropriate members.
- Prepare and distribute, in consultation with the meeting chairperson, all agenda's necessary for LMHA meetings.
- Check and distribute to the appropriate individuals, mail from our Postal Box.
- Keep an official file of all minutes and agendas from LMHA so that they can be referred back to.
- Oversee and liaise with Media Coordinator and Registration Coordinator.
- Provide Travel Permits to all LMHA teams and ensure each Travel permit meet the eligibility for each teams division as established by HNB.
- Perform an official transfer of duties to the new elected executive member at the end of the term. Documentation, processes and different tasks should be carefully reviewed and transferred to ensure a smooth transition.

Treasurer

The position of Treasurer will include but not be limited to the following duties:

- Attend and Participate in all Executive Meetings.
- Manage, track and report the financial affairs of LMHA.
- The receipt and depositing of cash and cheques at the bank.

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- Regular payment of LMHA bills, once approved by the appropriate executive member.
- Filing of bills paid in an organized fashion such that they can be referred to easily.
- Monthly reconciliation of cash inflows and outflows with the monthly bank statements.
- Preparation of yearly spending budgets as well as year end reporting.
- Preparation of grant application to the City of Moncton for financial assistance.
- Financial reporting to the executive board a minimum of three times annually.
- Ensure the collection of all monies owed to the association from members, other associations, City of Moncton, HNB, Kidsport etc.
- Attend and assist in the annual registration.
- Perform an official transfer of duties to the new elected executive member at the end of the term. Documentation, processes and different tasks should be carefully reviewed and transferred to ensure a smooth transition.

Competitive Team Director

The position of Competitive team Director will include but not be limited to the following duties:

- Attend and Participate in all Executive Meetings.
- Communicate HNB and LMHA policies and changes to all coaches and managers.
- Communicate all LMHA executive decisions to coaches.
- Communicate all competitive team coaches concerns to the executive.
- Submit a list of all competitive coaches to the executive committee for approval.
- Request applications and establish a coaches selection committee to select all competitive team coaches.
- Assist head coaches in their search for assistant coaches.
- Provide all required HNB and LMHA forms to all coaches (rosters, RCMP forms, Policy Manuals).
- Collect team rosters from all coaches prior to November 23rd of each year.
- Ensure each coach has the appropriate certification including coaches level, Speak-out course, safety course.
- Ensure each coach has completed a RCMP security clearance every three years.
- Communicate training opportunities to all coaches.
- Perform an official transfer of duties to the new elected executive member at the end of the term. Documentation, processes and different tasks

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Recreational Team Director

The position of Recreational team Director will include but not be limited to the following duties:

- Attend and Participate in all Executive Meetings.
- Communicate HNB and LMHA policies and changes to all coaches and managers.
- Communicate all LMHA executive decisions to coaches.
- Communicate all recreational team coaches concerns to the executive.
- Submit a list of all recreational coaches to the executive committee for approval.
- Request applications and establish a coaches selection committee to select all recreational team coaches.
- Assist head coaches in their search for assistant coaches.
- Provide all required HNB and LMHA forms to all coaches (rosters, RCMP forms, Policy Manuals).
- Collect team rosters from all coaches prior to November 23rd of each year.
- Ensure each coach has the appropriate certification including coaches level, Speak-out course, safety course.
- Ensure each coach has completed a RCMP security clearance every three years.
- Communicate training opportunities to all coaches.
- Appoint and direct divisional coordinators.
- Perform an official transfer of duties to the new elected executive member at the end of the term. Documentation, processes and different tasks should be carefully reviewed and transferred to ensure a smooth transition.

LMHA Coordinators (Reporting to Board of Directors Executive Members) Job Descriptions

Reporting to the 1st Vice President:

Referee Coordinator

The position of Referee Coordinator will include but not be limited to the following duties:

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- Provide an update to 1 Vice President prior to each Executive Board Meeting.
- Assign certified officials to each LMHA home game in a fair and equitable manner.
- Ensure each official is properly certified to officiate the caliber of hockey they are assigned.
- Recruitment of officials.
- Communicate training opportunities to all officials of LMHA.
- Evaluate and assess each official as a means of encouragement to improve the caliber of LMHA officials.
- Communicate with HNB Zone V coordinator, and all other local minor hockey referee in chiefs to identify training opportunities and assignment opportunities for all LMHA officials.
- Coordinate in conjunction with Zone V Hockey Officials association an on ice training session for all LMHA officials.
- Perform an official transfer of duties to the new assigned coordinator at the end of the term. Documentation, processes and different tasks should be carefully reviewed and transferred to ensure a smooth transition.

Equipment Coordinator

The position of Equipment Chairperson will include but not be limited to the following duties:

- Prepare an update to the 1st Vice President prior to each Executive Board Meeting.
- The acquisition, control and distribution of equipment, sweaters and supplies to coaches and division coordinators.
- Maintain an accurate inventory of all equipment owned by LMHA.
- Calculate the anticipated equipment needs and prepare a budget for executive approval.
- Obtain competitive quotations for authorized purchases of equipment and supplies.
- Coordinate equipment repairs and upkeep.
- Maintain and organize the equipment room.
- Maintain records detailing distribution of LMHA equipment to individuals and teams.
- Retrieval of all equipment and sweaters owned by LMHA at the end of the year.
- Assist in the execution of an equipment swap held in conjunction with fall registration.
- Perform an official transfer of duties to the new assigned coordinator at the end of the term. Documentation, processes and different tasks should be carefully reviewed and transferred to ensure a smooth transition.

Reporting to the 2nd Vice President:

Tournament Coordinator

The position of Tournament Coordinator will include but not be limited to the following duties:

- Provide an update to the 2nd Vice President prior to each Executive Board Meeting.
- Establish tournament dates for all divisions within LMHA.
- In consultation with divisional coordinators, establish a tournament committee head for each tournament and hold a committee orientation meeting outlining the execution of the tournament.
- Distribute individual tournament information and registration package to each inquiring team.
- Provide name phone number and e-mail address to be used in the HNB tournament guide.
- Accept registrations from outside Associations to be handed onto Divisional Tournament coordinators and notify teams ASAP of their status.
- Arrange for the preparation of Tournament Banners to be provided to each LMHA tournament winner with the exception of Initiation and Novice.
- Perform an official transfer of duties to the new assigned coordinator at the end of the term. Documentation, processes and different tasks should be carefully reviewed and transferred to ensure a smooth transition.

Reporting to the Treasurer:

Canteen Coordinator

The position of Canteen Chairperson will include but not be limited to the following duties:

- Provide an update to the Treasurer prior to each Executive Board Meeting.
- Purchase, order and maintain stock/inventory in canteen, in powerade and coke machines:
 - Organize delivery of some supplies (Coke, Slush, Coffee/Hot chocolate), pick up of others (pizzas, food etc).
 - Ensure there is stock, check expiry dates, and ensure food safety/hygiene.
- Look after paying invoices in a timely manner.
- Look after deposits and financial records.

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- Ensure equipment in canteen is clean and functional.
- Look after hiring paid staff to work canteen.
- Ensure background checks are done on staff.
- Ensure canteen is staffed for all shifts. Ensure double staff during Moncton High games and Tournaments – there will be 4-5 tournaments when the canteen will be open all day Friday – look for volunteers well in advance.
- Perform an official transfer of duties to the new assigned coordinator at the end of the term. Documentation, processes and different tasks should be carefully reviewed and transferred to ensure a smooth transition.

Fundraising Coordinator

The position of Fundraising Coordinator will include but not be limited to the following duties:

- Provide an update to the Treasurer prior to each Executive Board Meeting.
- In consultation with the executive board, identify all revenue generating opportunities that LMHA may be interested in participating in.
- Coordinate one major fundraising activity each year that will provide additional revenue to LMHA.
- Report to the executive board the results, complete with financial statement, for each fundraising activity.
- When necessary establish a volunteer committee from within our membership to assist in the performance of a fundraising activity.
- Review team budgets and ensure funds used appropriately.
- List team fundraisers on calendar to coordinate activities as to not conflict (i.e. bottle drives etc) and to ensure they represent LMHA.
- Establish a sub-committee (three (3) to five (5) people) to assist in performing the duties.
- Review team budgets and ensure funds used appropriately
List team fundraisers on calendar to coordinate activities as to not conflict (i.e. bottle drives etc) and to ensure they represent LMHA.
- Perform an official transfer of duties to the new assigned coordinator at the end of the term. Documentation, processes and different tasks should be carefully reviewed and transferred to ensure a smooth transition.

Reporting to the Secretary:

Media Coordinator

The position of Media Coordinator will include but not be limited to the following duties:

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- Provide an update to the Secretary prior to each Executive Board Meeting
- Responsible for the communication with our membership for all issues related to LMHA.
- This communication will include but not be limited to voicemail, e-mail, Newsletters, and Information Bulletin board.
- Responsible for communicating with the press for special events tournament advisories and accomplishments of LMHA teams.
- Responsible for the maintenance of the LMHA web site.
- Responsible for the maintenance and updating of the LMHA e-mail list to be coordinated with registration.
- Responsible for the distribution of three annual newsletters to our membership.
- Perform an official transfer of duties to the new assigned coordinator at the end of the term. Documentation, processes and different tasks should be carefully reviewed and transferred to ensure a smooth transition.

Registration Coordinator

The position of Registration Coordinator will include but not be limited to the following duties:

- Provide an update to the Secretary prior to each Executive Board Meeting.
- Set registration dates, times and location with Secretary and Board.
- Arrange advertisement via Secretary.
- Prepare registration sheets, keep membership list up to date and enter information in HNB data base.
- Collect competitive try out lists and provide to Coaches via Competitive and Recreational Team Directors or Secretary.
- Prepare volunteers, tables, receipt books, cash boxes.
- Coordinate with Treasurer for change and deposits.
- Perform an official transfer of duties to the new assigned coordinator at the end of the term. Documentation, processes and different tasks should be carefully reviewed and transferred to ensure a smooth transition.

Reporting to the Competitive and Recreational Team Directors:

Technical Director

The position of Technical Director will include but not be limited to the following duties:

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- Provide an update to the Competitive and Recreational Team Directors prior to each Executive Board Meeting.
- Organize coaching clinics for its members.
- Provide resource materials for its members.
- Organize and maintain a resource material library for its members.
- Provide technical advice when requested by a member.
- Communicate with all members about where to find resource materials and dates of upcoming clinics.
- Continue to keep up-to-date in the latest coaching techniques by attending Hockey New Brunswick and Hockey Canada sponsored events.
- Perform an official transfer of duties to the new assigned coordinator at the end of the term. Documentation, processes and different tasks should be carefully reviewed and transferred to ensure a smooth transition.