

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION

ELECTIONS / POSITIONS / RESPONSIBILITES

2.01

- a) The Board of Directors shall be elected by ballot at the Annual General Meeting. Twelve (12) positions for Administrative Office shall be voted upon for the following titles. All positions are for a two-year term. Note: All elected positions shall be residents of Fort Erie.

Said positions shall be:

- i. President ... **(Even year)**
- ii. Senior Vice President ... **(Odd year)**
- iii. Vice President of House League Hockey ... **(Odd year)**
- iv. Vice President of Representative Hockey ... **(Even year)**
- v. Secretary ... **(Odd year)**
- vi. Treasurer... **(Even year)**
- vii. Risk Management Director ... **(Even year)**
- viii. Mentor/Development Director... **(Even year)**
- ix. Operations Director... **(Even year)**
- x. Director of Volunteer Coordination and Fundraising... **(Odd year)**
- xi. Director of Communication and Special Events... **(Odd year)**
- xii. Director of Select Hockey... **(Odd year)**
- xiii. Past President ...

- 2.02 Nominations for elected positions on the Boards of Directors shall be submitted to the Association Secretary (45) forty five days prior to the date of the Annual General Meeting. A resume of stated qualifications shall accompany this nomination with validity verifiable.

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SENIOR VICE-PRESIDENT

Persons nominated for Senior Vice President, to be eligible, shall possess the following qualifications:
(The Senior Vice President's term of shall be two (2) years.)

- i. Must have served at least three (3) years with a Board of Directors in a Minor Hockey Association and at least two (2) of the years with the GFEMHA Board.
- ii. Obtain a valid Police Clearance
- iii. Minor Hockey organizational experience at a local level or higher.
- iv. Management and supervisory skills.
- v. A "member in good standing" with this Association, or be an individual deemed non-hostile to the now environment of the said Association.
- vi. Knowledge of Alliance Hockey and OMHA, by-laws, rules and regulations.
- vii. Leadership, decisiveness and facilitation skills.
- viii. Strong communication and interpersonal skills
- ix. Dispute and Conflict Management skills.

The Senior Vice President shall:

- i. Assume the duties of the President in his/her absence for any foreseen or unforeseen need of the President, and shall carry out such duties as are assigned by the Board of Directors or the President.
- ii. Monitor adherence by the Board of Directors to all existing Policies of the Association and to inform the Board of Directors with respect to any inconsistencies between existing Policies of the Association and a proposed policy for the Association.
- iii. Be available to assist any Director requiring assistance in the completion of his or her duties.
- iv. Recommend policy to the Board of Directors regarding the nomination and election of Directors of the Association.
- v. The Senior Vice president shall sit on the Appeals Committee.
- vi. To undertake all Tournaments, the organization and orchestration of General Meetings, and the Annual General Meeting for Membership of the Association.
- vii. Carry out such duties as are assigned by the President or the Board of Directors.

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VICE-PRESIDENT OF HOUSE LEAGUE HOCKEY

2.11 Persons nominated for Vice President of House League, to be eligible, shall possess the following qualifications: (Vice President of House League term of office to be (2) years).

- i. Must have served at least (1) year with a Board of Directors in a Minor Sports Association or have served as a hockey convenor in Fort Erie.
- ii. Obtain a valid Police Clearance
- iii. Extensive Minor Sports organizational experience at a local level or higher
- iv. Management and supervisory skills
- v. A "member in good standing" with this Association
- vi. Knowledge of Alliance Hockey, O.M.H.A., By-laws, Rules and Regulations
- vii. Leadership, decisiveness and facilitation skills
- viii. Strong communication and interpersonal skills

The Vice President of House League Operations shall:

- i. Oversee all aspects of the House League Operations pursuant to the Policies of the Association.
- ii. Administers discipline as outlined by the Association
- iii. Ensure that all Association directives are carried out
- iv. Hold monthly Conveners meetings to ensure communications and promote problem solving sessions
- v. Ensure that all House League players are treated with fairness regardless of ability
- vi. Work with the Conveners to ensure that all records and player information as required (i.e. team lists, draft, player cards, etc.) are completed and forwarded to the Registrar on a timely basis
- vii. Work with the Conveners to develop a list of potential coaches
- viii. Work with the Conveners to establish a "Draft Policy Procedure" to set deadlines for team balance minimizing the need for player movement
- ix. Work with the Ice Scheduler to co-ordinate ice time allocation, referee scheduling, timekeepers and statisticians
- x. Work with the Director of Select Hockey, to administer discipline at the Select level as required
- xi. Recruit and train volunteers to perform the functions required to operate the House League Hockey Operations
- xii. Be the Alliance Operations Representative, and select an alternative member
- xiii. Present a monthly report regarding the House League Hockey operations to the Board of Directors
- xiv. Recommend policy to the Board of Directors regarding House League Hockey operations
- xv. Shall sit on the Discipline Committee or the Appeals Committee, whichever is applicable and to the opposite of the Vice President Of Representative (Rep) League
- xvi. Shall suspend team(s), players, coaching staff, conveners, and parents subject to ratification at an Emergency Meeting called to hear the dispute, meeting to be called within one (1) week of incident.

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SECRETARY

Persons nominated for Secretary, to be eligible, shall possess the following qualifications: (Secretary term of office to be (2) years).

- i. Strong personal computer skills.
- ii. Obtain a valid Police Clearance
- iii. Organizational and communication skills
- iv. Interpersonal skills
- v. Public Relations skills
- vi. Knowledge of Minor Hockey organizational experience would be an asset

The Secretary shall:

- i. Act as a Signing officer for the Association.
- ii. Arrange for and set-up all meetings of the Executive
- iii. Maintain minutes for all Executives meetings and ensure that such minutes are distributed to the Executive at least one (1) week prior to such meetings
- iv. Responsible for overseeing all distribution and all correspondence received or sent by the Association
- v. Coordinating communications within the Association
- vi. To facilitate with the Treasurer and Development/Risk Management Director that all appropriate insurance has been purchased for the Association
- vii. Chair the Registration Committee
- viii. Work with the Alliance Operations Representative to ensure that the registration of all House League teams and players are completed as outlined by the Alliance and in the time frame specified
- ix. Work with the in-house OMHA Representative to ensure that the registration of all Representative (Rep) League teams and players are completed as outlined in the OMHA Manual of Operations and in the time frame specified
- x. Perform general secretarial / office duties

GREATER FORT ERIE MINOR HOCKEY ASSOCIATION ELECTIONS / POSITIONS / RESPONSIBILITES

DIRECTOR OF VOLUNTEER COORDINATION AND FUNDRAISING

2.18 Persons nominated for Director of Volunteer Coordination and Fundraising, to be eligible, shall possess the following qualifications: (Director of Volunteer Coordination and Fundraising term of office to be (2) two years)

- i. Obtain a valid Police Clearance
- ii. Good communication and presentation skills
- iii. Good organizational skills.

The Director of Volunteer Coordination and Fundraising shall be responsible for:

- i. All aspects of fundraising including: seeking of sponsors for the Association and applying for grants as applicable.
- ii. The development and implementation of fundraising ideas
- iii. Coordination of association volunteers for the purposes of the administration of the volunteer bond.

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DIRECTOR OF COMMUNICATION AND SPECIAL EVENTS

2.19 Persons nominated for Director of Communication and Special Events, to be eligible, shall possess the following qualifications: (Director of Communication and Special Events term of office to be (2) two years)

- i. Strong personal computer skills
- ii. Web design software experience
- iii. Obtain a valid Police Clearance
- iv. Organizational and communication skills

The Director of Communication and Special Events shall:

- i. Maintain all electronic communications i.e. emails/website
- ii. Be responsible for all advertising, newsletters, news releases
- iii. Book facilities for all special events

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DIRECTOR OF SELECT HOCKEY

- 2.20 Persons nominated for Director of Select Hockey, to be eligible, shall possess the following qualifications: (Director of Select Hockey term of office to be (2) two years)
- i. Obtain a valid Police Clearance
 - ii. Minor Sports organizational experience at a local level or higher
 - iii. Management or supervisory skills would be an asset
 - iv. Knowledge of Alliance Hockey, O.M.H.A., By-laws, Rules and Regulations
 - v. Leadership, decisiveness and facilitation skills
 - vi. Strong communication and interpersonal skills

The Director of Select Hockey shall:

- i. Assist in selection of Select and House League coaches
- ii. Grant approval to Select Teams for away tournaments
- iii. Enter Select Teams into Alliance Championships
- iv. Assist Select coaches with arranging exhibition games and finding appropriate tournaments (upon request)
- v. Assist Select coaches with arranging for timekeepers and referees for home games
- vi. Administer and issue travel permits as required
- vii. Ensure rosters are submitted in a timely fashion
- viii. Coordinate collection of Select fees and provide to Treasurer in timely fashion