

Metro East Inferno Female Hockey Association
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Metro East Inferno Female Hockey Association – Community Events Coordinator

The role of **Community Events Coordinator** reports directly to Executive Vice-President (EVP) and is appointed by the Executive Board following the Annual General Meeting each season. Interested candidates should contact the President with expressions of interest, before or immediately following the AGM. The **Community Events Coordinator** shall be responsible for, but not limited to, the following:

- Supporting growth by bridging the gap between MEIFHA, local families, and volunteers.
- Planning, execution, and promotion of association events such as gear swaps, family skates, food drives, fundraisers, tournaments etc., aligning events with the association's philosophies.
- Assisting the Development Coordinator with "try hockey" and/or 'learn-to-play' events, camps, and community outreach events to boost local interest and membership.
- Coordinating all event logistics.
- Administering the Heidi Stevenson Scholarship selection and announcement process by organizing a committee annually to propose recipients.
- Gathering participant feedback and compiling post-event reports to measure success and improve future programming.
- Attending all Board Meetings (monthly) and Special Meetings (i.e. AGM).
- Administering and upholding the applicable policies and procedures of the Association.
- Reporting progress, results and concerns to the Board.