PICTOU COUNTY MINOR HOCKEY ASSOCIATION – ROLE DESCRIPTIONS

1. PRESIDENT (PCMHA Executive Member)

- Preside over all Association meetings and perform all duties associated with the position of President
- Be the liaison between the Association and Hockey Nova Scotia and distribute communications appropriately
- Represent the Association at Hockey Nova Scotia sanctioned and community functions and events, and be a spokesperson/advocate for minor hockey in the community
- Provide leadership in determining policies and correspond with other governing bodies and Minor Hockey Associations and in the administration of the affairs of the Association
- Be an ex-officio member of all Association committees
- Oversee the planning and execution of Association events
- Correspond with legal counsel as required
- Maintain signing authority with all financial accounts
- Manage/execute Association email communications and/or redirect to the appropriate Director for actioning
- Be a member of the Executive
- Submit a report for the Annual General Meeting

2. PAST PRESIDENT

- Attend all Association meetings and perform all duties associated with the position of Past President
- Offer advice and guidance to the President, and Board of Directors when requested
- Be a part of special projects and events
- Manage/execute Association email communications and/or redirect to the appropriate Director for actioning
- Attend the Annual General Meeting

3. VICE PRESIDENT (PCMHA Executive Member)

- Attend all Association meetings and perform all duties associated with the position of Vice President
- Report to and perform all duties assigned by the Board of Directors and, in the absence of the President, exercise the powers and duties of President
- Be responsible for and implementation of the administrative functions of the Association including rules, regulations, policies, and directives

- Assist and support the various Board of Directors when requested with various needs such as equipment, ice rental, member management, player/coach development, compliance, etc.
- Oversee special projects as they arise
- Manage and oversee the Register In Chief, Officials, and the implementation of official development and education, and annual renewal of RIC position each season
- Manage/execute Association email communications and/or redirect to the appropriate Director for actioning
- Be a member of the Executive
- Submit a report for the Annual General Meeting.

4. DIRECTOR OF FINANCE (PCMHA Executive Member)

- Attend all Association meetings and perform all duties associated with the position of Finance
- Oversee the financial operations and manage funds as the Board of Directors may approve or direct, as such:
    i. manage all accounts payable/receivable
    ii. balance and oversee banking debits/credits
    iii. registration arrears
    iv. oversee annual MHA Assessment with Administration and reconcile payment to HNS
    v. oversee the purchase of items such as gear, jerseys, etc.
    vi. all other items deemed financial
- Advise the Board of Directors on decisions having a budgetary impact
- Ensure that internal controls are secured to prevent or detect fraud or error in the financial records or reports
- Prepare and present annual budget projections to the Board of Directors prior to each new season
- Prepare and present balanced financial reports at regular monthly Executive and Board of Directors' meetings
- Manage year-end financial statement preparation and present the same at Annual General Meeting
- Liaise with financial institutions on matters such as authorized signatures and managing accounts
- Invest funds as the Board of Directors may approve or direct
- Offer advice and oversight regarding all fundraising events, and be a member of Tournament Committees as financial advisor
- Manage/execute Association email communications and/or redirect to the appropriate Director for actioning
- Be a member of the Executive
- Present a report of the year's financial position at the Annual General Meeting

5. DIRECTOR OF COMMUNICATIONS (PCMHA Executive Member)

- Attend all Association meetings and perform all duties associated with the position of Communications
- Draft meeting minutes of all Association meetings and ensure minutes are recorded in the Minute Book, and are distributed within five (5) days to all Board of Directors
- Be responsible for the quality and conduct of any correspondence and ensure the President and Board of Directors have approval prior to the release of any communications
- Manage and provide information for administration for posting to the Association website, Facebook page, and any social media, and ensure information is posted in a consistent and a timely fashion, and maintained in a transparent, professional, and organized manner
- Maintain security and safekeeping of all files, books and records of the Association
- Notify Board of Directors of meetings and events
- Oversee, instruct, and communicate information, as directed by the Board of Directors, to Division Coordinators and be the liaison between the Board of Directors and the Division Coordinators
- Manage/execute Association email communications and/or redirect to the appropriate Director for actioning
- Be a member of the Executive
- Submit a report for the Annual General Meeting

6. DIRECTOR OF REGISTRATION

- Attend all Association meetings and perform all duties associated with the position of Registrar
- Be responsible for the organization and administration of the registration of Association players
- Annually create and manage the HCR Online Registration catalogues, packages, and programs, payment schedules: including updates of base fees, competitive fees, clinics, and other
- Manage registration options such as funding recipients, or funded organizations, and monitor manual registrations
- Liaise with funding organizations regarding sponsorship of players
- Maintain a register of all players, coaches, officials, and registered volunteers and provide such information to the Board of Directors as required
- Correspond with members regarding outstanding monies and arrears, and assist outstanding members with payment plans and offer information regarding financial assistance programs
- Provide information on arrears to Finance/Administration for collection and blocking of profiles
- Manage/execute Association email communications and/or redirect to the appropriate Director for actioning

- Submit a report for the Annual General Meeting

7. DIRECTOR OF ON-ICE OPERATIONS

- Attend all Association meetings and perform all duties associated with the position of On Ice Operations
- Manage the overall coordination, administration and supervision of recreational and competitive hockey in the Association
- Oversee player placement on recreational and competitive teams in conjunction with tryout assessors, Technical Director, Development Director, and Off Ice Operations Director using policies as outlined by HNS and the Association
- Oversee and execute U9 Assessments and competitive tryouts in conjunction with Technical Director, Development Director, and Off Ice Operations Director: assessments, volunteers, and coaches
- Communicate with Off Ice Operations at the commencement of the season to inform and advise Division Coordinators of current and updated policies to ensure policy is being followed
- Work directly with Director of Development and Technical Director to implement education and development skills for all players via clinics, programs, etc.
- Annual team projections
- Instruct Division Coordinators with team selection
- Work with Technical Director, Development Director, and Off Ice Operations Director to instruct coaches and evaluators with development of coaching training supports and certification
- Be a member of the Conflict/Disciplinary Resolution Committee of the Association for conflicts arising out of on-ice incidents
- Assist with tournament execution and structure
- Manage/execute Association email communications and/or redirect to the appropriate Director for actioning
- Submit a report for the Annual General Meeting.

8. DIRECTOR OF OFF-ICE OPERATIONS

- Attend all Association meetings and perform all duties associated with the position of Off Ice Operations
- Oversee and maintain an equipment inventory conjunction with Equipment Coordinator, and maintain and control access to Association storage
- Determine sources of supply and recommend affordable equipment purchases, arrange for handling, storage, repair, cleaning, keep equipment loan records, and issue and return of jerseys in conjunction with Division Coordinators, including management of Timbit jerseys
- Assist at tryouts by management of jerseys and gear as required
- Oversee and coordinate with Ice Schedulers and On-Ice Director to determine and execute the annual ice requirements of the Association and maintain organization of ice rentals throughout the season

- Manage Grey Jay data entry and maintain throughout the season in regard to rescheduling, black out dates, official changes, etc.
- Assist Communications Director with implementation and management of Division Coordinators
- Assist with tournament execution and structure
- Manage/execute Association email communications and/or redirect to the appropriate Director for actioning
- Submit a report for the Annual General Meeting.

9. DIRECTOR OF DEVELOPMENT

- Attend all Association meetings and perform all duties associated with the position of Development
- Coordinate initiatives and activities aimed at developing players, coaches, and officials and ensure consistent delivery to all participants
- Establish a committee to provide advice and mentoring to players, coaches, and officials, and to implement developmental sessions, schools, or clinics as required by the Association
- Work with the Technical Director to create and implement technical resources such as drills, strategies, and related resources to assist programs and teams
- Communicate external development opportunities for players, coaches, and officials
- In cooperation with the Off Ice Operations Director and Division Coordinators, coordinate all Association development resources and equipment
- Coordinate with the On Ice Operations Director, Technical Director, to implement the U9 Assessments and competitive tryouts
- Be a resource of practice plans, drills and ideas for coaches on player development for all levels of recreational and competitive play
- Assist with planning and execution of clinics, programs, etc.
- Assist with tournament execution and structure
- Manage/execute Association email communications and/or redirect to the appropriate Director for actioning
- Submit a report for the Annual General Meeting.

10. DIRECTOR OF RISK MANAGEMENT

- Attend all Association meetings and perform all duties associated with the position of Risk Management
- Oversee bench staff credentials, inform individuals of the status of HCR approval and monitor the HCR to ensure all members are eligible by the December 1 deadline
- Oversee that safety precautions are in effect in arenas during Association ice rentals
- Establish safety and risk management awareness in the Association through related initiatives and communication

- Recommend safety requirements and regulations to the Board of Directors for adoption by the Association and coordinate implementation of the same for teams and officials
- Review emergency response procedures for arenas and facilities used by the Association and communicate these to members
- Follow up on any injuries to players, coaches, and officials, and report any tendering or concerns to the Board of Directors, and be responsible to ensure that all insurance claims are completed and forwarded to the insurance company, and to confirm completion
- Coordinate to ensure all requirements of the Hockey Canada Safety Program are being implemented, that all players, coaches, and officials are wearing proper equipment, and that all coaches have the appropriate certifications and qualifications as required by Hockey Nova Scotia
- Have the power to recommend suspension of any player, coach, or official who wilfully neglects safety regulations that could cause injury or in default of the HNS and PCMHA Code of Conduct
- Be a member of the Conflict/Disciplinary Resolution Committee of the Association
- Manage/execute Association email communications and/or redirect to the appropriate Director for actioning
- Prepare a report for the Annual General Meeting