

## **Board of Directors Position Descriptions**

### **Director of Policy**

The Director of Policy is responsible for review and making recommendations and assisting with the preparation of changes to or creation of Association bylaws, policies, procedures and manuals. The Director of Policy will also provide advice and assistance to the Executive on questions relating to adherence to the Association bylaws, policies and procedures.

### **Director of Finance**

The Director of Finance, as appointed by the Executive as required, is responsible for assisting the Treasurer with the execution of the financial and accounting procedures, in a manner congruent to acceptable and prudent accounting practice, that will contribute to the overall financial health of SMHA.

### **Director of Registration (Registrar)**

The Director of Registration is responsible for managing and maintaining an accurate registry of all Association coaches, managers and players to support SMHA administration activities in compliance with Hockey Nova Scotia policies and protocols. The Registrar may assist managing the financial compliance with respect to the collection of membership fees.

### **Director of Equipment**

The Director of Equipment is responsible for effectively maintaining an inventory of uniforms and other assets/supplies by managing, distributing and collecting all equipment assets owned by SMHA.

### **Director of Communication**

The Director of Communications is responsible for overseeing and coordinating all association communications to ensure timely, accurate, and consistent messaging to members and volunteers. This role manages the association's communication channels, including social media, website content and email communications. Works closely with the Executive to promote programs, events, achievements, and initiatives while helping to strengthen engagement and foster a positive environment within the association.

### **Referee-in-Chief**

The Referee in Chief is responsible for the effective recruitment, training, scheduling, and compensation of on-ice officials within the Association to ensure a highly qualified complement of officials are available for all levels of hockey.

### **CMHL Delegate**

The CMHL Delegate represents SMHA on the CMHL board and will be responsible to reschedule games with all SMH competitive teams. They will communicate all rules as given to them by CM.

### **MMHL Delegate**

The MMHL Delegate represents SMHA on the MMHL board and will be responsible to reschedule games with all SMH recreational teams. They will communicate all rules as given to them by MM.

### **Director of Tournaments**

The Director of Tournaments will be responsible for organizing and the overall operation and supervision of all tournaments hosted by the Association. The Director of Tournaments will form a committee to help with the support of tournament operations both before and during tournaments.

### **Ice Scheduler**

The Ice Scheduler will be responsible to review the game, practice and development ice time to ensure the least amount of conflict. Sell any unused ice and work with both CM and MM Reps to ensure they have enough ice for the game season.

### **Safety Coordinator**

The Safety Coordinator will be responsible for working as a liaison between the Hockey Nova Scotia Safe Sport Committee, the SMHA Board of Directors, and each team's Safety Representative(s). The Safety Coordinator will be responsible for the compliance with all Hockey Nova Scotia and Hockey Canada safety policies and procedures. Assist the VP of Risk Management in confirming Coaching and Volunteer certification requirements, helping ensure all team staff and volunteers maintain the required certifications and screenings.

### **Webmaster**

The Webmaster is responsible for managing access to the association's website, including setting up teams and rosters across all divisions. This role provides training and ongoing support to team staff to ensure the effective use of the Flyers website and is responsible for granting user access for team administrators. The Webmaster also completes new tech-forward projects as directed by the Executive.

### **Director of Goaltending**

The **Director of Goaltending** for the Sackville Minor Hockey Association is responsible for leading and supporting the development of goaltenders across all age divisions within the association. This role focuses on creating and implementing a structured goalie development program, organizing and delivering goalie-specific training sessions, and providing guidance and resources to coaches on how to effectively work with goaltenders during team practices. The Director also assists with goalie evaluations and player assessments, mentors young goaltenders, and works collaboratively with the association's development staff, coaches, and leadership to ensure goalies receive consistent, age-appropriate instruction and opportunities to improve their technical, tactical, and mental skills in a positive and supportive environment.

## **Ombudsman**

The Ombudsman shall be an independent and objective party whose primary role shall be to receive disciplinary complaints from members of the association pertaining to other members, coaches, players, volunteers or members of the Board of Directors. The Ombudsman will be responsible for chairing the Disciplinary Committee, coordinating discipline meetings, issue suspensions and liaising with the President of SMH on discipline matters.