

**Job Descriptions for Huron Perth Lakers
Board of Directors**

a. President

- I. Shall, when present, preside at meetings of the Board of Directors and at the AGM;
- II. Is charged with the general management and supervision of the affairs and operations of the Corporation;
- III. Will have cosigning authority for all cheques along with the treasurer
- IV. Attend the Alliance Hockey AGM or designate another board member to attend and will have voting privileges for the Corporation
- V. Ensure all duties of the executive members are fulfilled properly
- VI. Shall only vote in the event of a tie, in order to break the tie
- VII. Shall perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.

b. Vice-President/Alliance Hockey Representative

- I. During the absence of the President, shall have and exercise all of the powers of the President;
- II. Shall be one of the signing Directors of the Corporation;
- III. Organize the AGM, collect nominations for executive positions, and be responsible for appointing election officials.
- IV. Attend all Alliance Hockey Representative council meetings, or send a delegate to attend and report back to the board
- V. Liaise between Alliance Hockey and the Corporation and be the point of contact for the Corporation with Alliance Hockey
- VI. Shall perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.

c. Secretary

- I. Shall keep accurate minutes of all meetings of the Corporation and distribute to all Board of Directors. Said minutes will be posted on the website in the Board of Directors portal.
- II. Respond to any correspondence as directed by the Corporation
- III. Shall notify all Executive Members as to the time and date of all meetings and prepare an agenda
- IV. Shall book the facilities for all meetings
- V. Perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.

d. Registrar

- I. Shall be responsible to register all players within the Corporation with Hockey Canada/ Alliance Hockey
- II. Shall keep rosters updated on Corporate website
- III. Shall maintain a list of current active and honorary members of the Corporation
- IV. Attend or appoint persons to attend all tryouts to collect tryout fees, and registrations
- V. Liase with Alliance Hockey Registration coordinator regarding all registration issues
- VI. Keep Corporate rosters current and provide to Corporation teams as required.
- VII. Perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors

e. Treasurer

- I. Be responsible for all finances of the Corporation;
- II. Keep accurate records of all financial transactions of the Corporation;
- III. Will have cosigning authority of all cheques along with the president and vice president;
- IV. Distribute the funds of the association as directed by the board.
- V. Prepare an annual financial report to be available not less than two weeks prior to the Annual Meeting of members and arrange for the completion of an audit by the auditors appointed by the Board;
- VI. Collect all team budgets in the spring and year end balance sheets at the conclusion of each teams season and make available to members at the AGM;
- VII. Issue tax receipts to members before Feb 28 of each season;
- VIII. Perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.

f. Director of Hockey Operations

- I. Work closely with director of player and coach development.
- II. Oversee the coach's selection committee in conjunction with Director of player and Coach development.
- III. Call all Hockey Operations committee meetings as deemed necessary.
- IV. Oversee all aspects of the Corporation's hockey operations.
- V. Oversee ordering of all Jerseys and equipment with approval of the board.
- VI. Shall act as the Corporation's liaison with the Referees Association.
- VII. Perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors

- g. Director of Tournaments
 - I. Establish and oversee the Tournament committee;
 - II. Shall recruit teams to attend the tournament;
 - III. Arrange hotel rooms for the tournament and commission back to the Corporation;
 - IV. Be responsible for the finances of the tournament, cosign cheques with treasurer; and
 - V. Perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.

- h. Director Of Midget Hockey
 - I. Provide a Budget to the Board at the start and end of each season;
 - II. Oversee the Major Midget team and management of the team;
 - III. Work with the coach to recruit players; and
 - IV. Perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.

- i. Director of Special Events and fundraising
 - I. Coordinate the Huron Perth Lakers annual banquet;
 - II. Organize the Association fundraising efforts such as team banners;
 - III. Coordinate LAKERS day;
 - IV. Coordinate Association Photo night;
 - V. Ensure that team based fundraising is in accordance with the Policies and Procedures of the Corporation and approve team requests as appropriate; and
 - VI. Perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.

- j. Director of Risk Management
 - I. Organize and maintain all Police Vulnerable Sector checks for coaches and bench staff;
 - II. Administrate Association bullying policy;
 - III. Organize and attend any disciplinary hearings for coaches and/or players;
 - IV. Coordinate Parent Evaluations for the Corporation; and
 - V. Perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.

- k. Stratford Minor Sports Council Rep
 - I. Attend all Stratford Sports Council meetings or designate another board member to attend;
 - II. Liaise between the Corporation and Sports Council;
 - III. Coordinate the nominations and representation for Sports Councils banquet; and
 - IV. Perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.

I. Director of Communications

- I. Shall be responsible for maintaining proper and effective access to the Corporation's news, information, and activities to members and the general public;
- II. Shall maintain the Association's website, email and electronic communications;
- III. Liaise with team webmasters to ensure team scores and news articles are on the website;
- IV. Shall ensure Corporate documents (ie. Tryout package, Welcome Package) are updated annually and are available to all members; and
- V. Perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.

Job Description of Appointed Officials of the Huron Perth Lakers

a. Ice Scheduler

- I. Shall establish ice contracts with municipalities on behalf of the Corporation and remain the contact said municipalities on behalf of the Corporation;
- II. Shall schedule ice time to each team of the Corporation in a fair manner;
- III. Shall schedule all games between other teams of the Branch of Hockey Canada to which the Corporation is a member;
- IV. Shall be the only person (or his/her designate) within our Corporation who can cancel and/or reschedule games;
- V. Shall attend Minor Hockey Alliance meetings as required for Structure and Scheduling; and
- VI. Perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.

Note: This position shall receive an honorarium to be set by the executive and therefore will be a non-voting member of the Corporation.

b. Director of Player and Coach Development

- I. Shall organize and administer development programs for players and coaches of teams within the Corporation;
- II. Oversee the Coach's Selection Committee in conjunction with the Director of Hockey Operations;

- III. Provide coaches with resources on hockey strategies and drills
- IV. Review all coach's evaluations and mid-season reviews.
- V. Coordinate the training of coaches and players through the use of appropriate clinics and strategies.
- VI. Shall organize, develop and implement a program of coaching procedures aimed at achieving excellence in coaching and player skills, and
- VII. Perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.

Note: This position shall be appointed to someone who has significant coaching experience and where possible, the person will have Hockey Canada High Performance Certification.