

# DUTIES OF DIRECTORS



## Executive Directors

### A. President

- a. In general terms, performs all duties incident to the Office of President and such other duties as may be prescribed by the Executive from time to time.
- b. In general terms, supervises and controls all business and affairs of the Executive.
- c. Acts as authorized signing officer of WMHA for any contracts or other documents which the Executive has authorized. To be executed.
- d. Sets the agenda for and presides over Executive Meetings, Annual General Meetings, General Meetings and Special Meetings.
- e. Signs or appoints a designate (where applicable) to sign all Player Releases, Player Verification forms and WMHA Affiliation forms.
- f. Presides over the Player Affiliation process.

### B. Vice Presidents

- a. Each of the 3 VPs acts as a community liaison for their local community.
- b. Each of the 3 VPs will take part in a leading role to support the following positions; Association Deadlines and Timeline, Ice Coordination, Referee Coordination, Treasurer, Registrar, and League Coordination. Each VP will discuss and select 2 areas of support annually.
- c. Any duties assigned by the President or by the Executive.
- d. Performs the duties of the President in the event of the absence or disability of the President.
- e. Participates in the player Affiliation process.
- f. Sets the agenda for and acts as Chairperson for Executive Meetings, General Meetings and Special Meetings in the event of absence or disability of the President.
- g. Participates in the player affiliation process.

### C. Registrar

- a. Reports directly to the Vice Presidents

- b. Maintains the books and records of WMHA relating to registration of players and members pursuant to WMHA and Hockey Alberta's By-Laws and regulations, and the Society's Act
- c. Ensures that the proper registration procedures are followed for all players registered to play WMHA pursuant to the By-Laws and Regulations of WMHA and Hockey Alberta.
- d. Reviews all WMHA player registrations by land location to validate player residency and eligibility.
- e. Responsible for attaining and maintaining file copies of any documentation required for proper registration including, but not limited to: Player Verification Forms and Player Release Forms, pursuant to the By-Laws and Regulations of WMHA and Hockey Alberta.
- f. Sends approved emails to the membership through TeamSnap or any other registration platform used by WMHA.
- g. Any other duties as assigned by the President or by the Board

#### D. Treasurer

- a. Reports directly to the Vice Presidents
- b. Acts as authorized signatory for all WMHA bank accounts
- c. In general, has charge and custody of and is responsible for all funds and securities of WMHA; shall receive and give receipts for monies due and payable to WMHA from any source whatsoever and deposit all such monies in the name of WMHA in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of the By-Laws and in general shall perform all duties incident to the Office of Treasurer.
- d. Maintains the financial books and records for WMHA
- e. Receives and deposits all registration and similar fees from the Registrar on a timely basis. At year end, prepares a reconciliation of the Registrar's database to the fees deposited
- f. Ensures payment of expenditures on a timely basis
- g. Presents a report to the Executive on a quarterly basis of the operating results of WMHA
- h. Prepares the budget and presents the budget to the Executive for approval.
- i. Monitors revenue and expenditures throughout the year and when necessary, makes recommendations on revisions to the budget for approval by the Executive.
- j. After the fiscal year end, prepares the books and records for audit and is WMHA's liaison with the auditors throughout the duration of the audit

- k. Presents the audited financial statements to the Executive for approval
  - l. Any other duties assigned by the President or by the Executive
- E. Secretary
- a. In general, performs all duties incident to the Office of Secretary
  - b. At the discretion of the President, prepares and distributes the agenda for all meetings.
  - c. Records or directs others to record the minutes of all Annual, General and Special Meetings and distributes the minutes to the Executive and Members, as applicable.
  - d. Contacts Executive to advise of upcoming meetings.
  - e. Maintains By-laws
  - f. Responsible for the security and safe keeping of WMHA records
  - g. Ensure that all notices are duly given in accordance with the provisions of the By-Laws or as required by law.
  - h. Responsible for receiving and managing nominations for Executive positions.
  - i. Any other duties assigned by the President or by the Executive.

## Directors

### A. Referee Coordinator

- a. Be in contact with each WMHA team to organize referees for each of their games.
- b. Phone and find referees for games; sharing this information with a shared google document with team managers.
- c. Attend all RIC meetings held by the appropriate committee of the Referee Council of Hockey Alberta or find a replacement from the Executive or a member in good standing.
- d. Track all Referee costs and supply bi-monthly totals for payment to the Treasurer.
- e. Be continuously available to deal with incidental scheduling issues related to Officials.

### B. Ice Coordinator

- a. Primary contact for dealing with the Town of Calmar, Thorsby and Warburg Ice coordinators or Recreation Representative relating to WMHA business.
- b. Provide the league with the WMHA team's ice schedule, once approved.

- c. Responsible for WMHA ice coordination- contact for team managers and coaches for canceling and/or rebooking ice times.
- d. Conduct monthly review and reconciliation of ice time invoice from the 3 facilities, prior to payment by the Treasurer.

C. Fundraising Coordinator

- a. In general, supports WMHA in its efforts to provide an economical hockey program that will benefit all players.
- b. Provides a fundraising plan to the Executive by August 31.
- c. Coordinates or directs any fundraising event undertaken by WMHA.
- d. Responsible for managing any issues pertaining to the Alberta Gaming and Liquor Commission, and maintenance of WMHA's licensing eligibility.
- e. Any other duties as assigned by the President or by the Executive.

D. Equipment Coordinator

- a. Determines the equipment and supply requirements for the teams and advises the Treasurer of the budget required.
- b. Presents a proposal outlining required equipment to the executive for approval.
- c. Maintains an inventory of all WMHA owned equipment. May work with a local community member to access equipment in each facility.
- d. Assigns all equipment to WMHA teams in accordance with the regulations.
- e. Ensures that all equipment is returned to WMHA at the end of the season.
- f. Disposes of old, worn or unnecessary equipment in an organized manner.
- g. Any other duties as assigned by the President or the Executive.

E. Media and Communications Coordinator

- a. Management and maintenance of the WMHA Website and Social Media Platforms.
- b. Creation of communication related material for publication.
- c. Advertisement of all WMHA meetings and other items as required by the WMHA Bylaws.
- d. Communicating WMHA decisions to its members, team managers and/or members of the public as necessary.

F. League Representative

- a. Represent WMHA at league meetings in which WMHA has teams placed or finds a replacement rep from the executive or a member in good standing.

- b. Position WMHA hockey teams in an appropriate league and division with direction from the Executive.
  - c. Supply leagues with governors when requested.
  - d. Ensure league player suspensions are communicated to the coaches of the suspended players team and suspensions are carried out.
  - e. Notify the WMHA President of any suspensions.
  - f. Supply teams with the league game sheets and explain how the league wants game sheets turned in (email, fax or, online).
  - g. Support coaches or managers to ensure the game sheets are sent to the league in the specified time frame.
- G. Hockey Alberta Representative
- a. Represent WMHA at Zone meetings in which WMHA has teams placed or find a replacement rep for the Executive or member of good standing.
  - b. Communicate back to teams and executives with information they may need to be aware of from the Zone meetings.
  - c. Organizes and processes all travel permits for teams.
- H. Coach and Manager Coordinator
- a. Responsible for the establishment and chairing of the Coach Selection Committee as required by WMHA Policy.
  - b. Review of all coaching applications to ensure that they are completed, including applicable Criminal Record Checks and Respect in Sport Activity Leader certifications.
  - c. Ensuring that all coaches, managers and teams have required Hockey Alberta Certifications.
  - d. Follow up with coaches and managers in preparation of an annual report to the Board at least thirty (30) days prior to the AGM providing a summary of the year and outlining recommendations and/or improvements to the coaching evaluation and/or training processes.
  - e. Communication of available coaching courses to the membership and/or hosting of courses where required.
  - f. Hosting coaching meetings for Association members.
- I. Safety Coordinator and Discipline Chair
- a. Coordination of WMHA's Disciplinary Policy including acting as the Committee's Chair.
  - b. Coordination of WMHA's Appeal Policy including acting as the Committee's Chair.

- c. Recruitment and recommendation of members to the Disciplinary Committees.
- d. Provide leadership within the association with respect to participant safety.
- e. Lead the management of WMHA team safety people.
- f. Ensure the association and team safety people are implementing key safety initiatives and practices.
- g. Act as Liaison with Hockey Alberta to share safety related information to his or her association and to provide safety related feedback on behalf of his or her association.