***RDPH Board Roles and Responsibilities***

***2 year term***

**President**:

* Is fully informed on organizational matters, and participates in the Board’s deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.
* Provides leadership to the Board of Directors
* Makes sure the Board adheres to the bylaws and constitution
* Prepares the board’s agenda with input from board members
* Chairs meetings of the Board
* Shall represent or appoint a representative of RDPH to attend external meetings on behalf of the League, such as Hockey Alberta committee meetings
* Shall have the power to discipline any Player, Coach, Manager or volunteer for unacceptable conduct on or off the ice for any breach of the rules and regulations or breach of a decision or ruling of the Board, subject always to the right of Appeal as hereinafter provided
* Shall have the power to discipline and Member or Members for any reason which, in the sole discretion of the President, is sufficient, subject always to the right of Appeal as hereinafter provided
* Encourages Board members to participate in meetings and activities
* Keeps the Board’s discussions on topic by summarizing issues
* Keeps the Board’s activities focused on RDPH mission
* Evaluates the effectiveness of the Board’s decision making process
* Chairs meeting of the Executive Committee
* Makes sure that committee chairpersons are appointed
* Orients Board members and chairpersons to the board
* Serves as ex officio member of committees and attends meetings when needed
* Makes sure there is a process to evaluate the effectiveness of Board Members using measurable criteria
* Recognizes Board members contributions to the boards work
* Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications
* Plays a leading role in supporting fundraising activities
* Promotes RDPH’s purpose in the community and to the media
* Prepares a report for the Annual General Meeting
* Orients the new President

**Vice President:**

* Acts in the absence of the President
* Serves on the Executive committee
* Learns the duties of the President and keeps informed on key issues
* Works closely as consultant and advisor to the President
* Prepares to serve a future term as President
* Chairs at least one major committee
* Acts as signing officer for cheques and other documents
* Orients the new Vice President

**Secretary**:

* Serves on the Executive committee
* Keeps copies of RDPH bylaws and the boards policy statements
* Keeps list of officers, committees, Board members and general membership
* Notifies Board members of meetings
* Brings official minute book to meetings
* Keeps record of Board attendance
* Makes sure there is a quorum at Board meetings
* Keeps accurate minutes at meetings
* Records all motions and decisions at meetings
* Records all corrections to minutes
* Keeps copies of minutes of both board and committee meetings
* Distributes copies of the minutes to the board
* Conducts general Board correspondence
* Keeps records of all board correspondence
* Signs Board minutes and corrections to ensure their accuracy
* Signs official documents of the organization as required
* Files the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry
* Makes sure members are notified of general meetings
* In the absence of the President and Vice President, chairs Board meeting until the election of an alternate President
* Orients the new secretary

**Treasurer**:

* Serves on the Executive committee
* Gives regular reports to the Board of the financial state of RDPH
* Keeps financial reports on file
* Chairs the Finance Committee
* Acts as signing officer, with another officer for cheques or other documents
* Keeps accurate accounts of Board receipts and disbursements for Board related expenditures
* Keeps full and accurate accounts of all receipts and disbursements
* Makes sure all necessary financial reports are filed
* Speaks for the budget in partnership with the executive committee and Finance Committee
* Receives and banks all monies due to the organization
* Disburses all monies as directed by the board
* Prepares and monitors overall budget with Finance Committee
* Files necessary financial reports, tax reports and audits
* Orients the new Treasurer

**Past President:**

* Supports current President
* Chairs the nominating committee for recruitment of new Board members
* Assists with Board recruitment and orientation to the Board
* Assists with Board training
* Provides historical continuity about the Boards activities

**Communications/Social Media Coordinator**:

* Send out monthly newsletters with any news RDPH has to offer to parents via Mailchimp
* Update and maintain the RDPH Twitter Account. Checking approximately 2-3 times a week during the Hockey season, and pre season.
* Attend at least 2 Board meetings for communication and alignment throughout the year
* Attend the AGM, Season start, Mid year, Coaches and Parents meetings
* Align the Sponsor of the week with the Website coordinator
* Twitter Contest advertising, draws and announcements
* Suggest, create, update future social media platforms: i.e. Facebook, Instagram etc.
* Communicate RDPH Updates, Events, Contests, and changes
* Orients the new Communications/Social Media Coordinator

**Equipment Coordinator**:

* Prepare and keep updated spreadsheet with all Inventory in storage areas
* Communicate with the Treasurer a budget for new jerseys/socks as needed
* Prepare all Jerseys and socks for team distribution, going through them at the end of the year to make sure all socks and jerseys are in good condition to reuse.
* Prepare coaches bags, making sure they are all stocked with First aid kids, pylons, pucks, whistles and Ref Jersey (if needed)
* Hand out all equipment to all coaches in the league, and then prepare a equipment return day at the end of the season
* Keep inventory of goalie equipment, keeping the stock in good condition and ordering new items when needed
* Attend Board Meetings 1x a month
* Getting all new players the proper equipment needed throughout the season when needed.
* Keep the storage lockers clean & organized
* Orients the new Equipment Coordinator
* Answers emails on a weekly basis if needed.

**Event Coordinator**:

* Organize events including but not limited to tournaments indoor and outdoor, city events such as registration fair, skate-rama, photos, family day events
* Ensure facilities are booked and proper permits are in place
* Organize volunteers for events
* Advertise events
* Attend board meetings 1x/month
* Help organize and attend AGM
* Collect prizes for events
* Organize raffle events, 50/50 sales
* Organize food for events
* Orients the new Event Coordinator

**Governance and Policy**:

* The role of the Governance and Policy Board member has several objectives, the main one being the point of contact on creating policy and supporting the board in its implementation.This can be further broken down into focus areas as follows:

1. Examine current internal and external policies to ensure the values of RDPH are adhered to.
2. Seek out ways to improve processes, while working within the framework of the values of RDPH.
3. Explore suggestions and criticism and how they will impact the entire league based on research, league input and comparison to other models of youth sports (all within the values of RDPH).
4. Liaise with Internal (Board members, Committees, Coaches, and other members) and external (Hockey Alberta, Other Sporting bodies) stakeholders to verify information and create an accurate a picture as possible for league governance. All based on policies and administration that work within the framework of RDPH values.
5. Sit on committees as required.
6. Other duties assigned based on need.

**Referee Coordinator**:

* Assign referees for games
* Organize/Host Referee Clinic at beginning of season
* Arrange additional training throughout the year
* Pickup Game Sheets and log Penalties/scores on website
* Arrange payroll for referees each month (distribute payroll)
* Send out Suspension Notices
* Appoint and coordinate Disciplinary Committee
* Gather reports from referees/coaches/players when incident occurs that is beyond our regular rules such as injury/suspension over 1 game to forward to disciplinary committee for review.
* Provide support system for referees
* Referee Supervision/evaluations/mentorship
* Provide Board with game feedback regarding incidents/issues
* Orients the new Referee Coordinator

**Schedule Coordinator**:

* Arrange adequate ice from City of Red Deer, Town of Penhold, RDC, Alix, etc.
* Arrange the use of ice shelters from the Community Associations for practice nights
* Build a schedule for all divisions ensuring all teams play each other
* Build a practice schedule that suits the days and times of each coach (Div 1-3, Div 4 if enough ice is available)
* Attend the CofRD ice allocation meeting
* Build schedules for the indoor and outdoor schedules
* Based on team strengths, tweak the schedule to allow for more even games
* Orients the new Schedule Coordinator

**Capital Projects Coordinator**:

* Near term objective to engage RDC and coordinate opportunities to gain access to ice time for RDPH that will complement current ice allocations within the city.
* Long term, to engage with the City of Red Deer, Corporate partners, community associations and groups to assist in developing a permanent outdoor ice facility that would provide for covered outdoor ice surface and/or outdoor artificial ice.
* Orients the new Capital Projects Coordinator

**Skate-A-Rama Coordinator**:

* Get date from Kinsmen for the event, they will book the date and venue
* Get Permits for license for raffles and draws (if doing any)
* Work with the RDPH Scheduler to get all teams signed up for a time
* Order Prizes, have enough stock to sell at event as well
* Get Volunteers to help do registration and lap counts, RDPH has a volunteer list
* Make and send out packages to all coaches, should include waivers, rules, expectations for teams and have your deadlines for collections of pledges
* Work with treasurer to set up a plan for collecting pledges.
* Distribute prizes to all eligible skaters
* It is important to set a clear deadline for all pledge’s to be in, in order to have all prizes ordered and distributed before the end of the year.
* Attend Board meetings 1x a month
* Orients the new Skate-A-Rama Coordinator
* Be able to read and reply to emails on a regular basis, have open communication with the board and all coaches.

**Division Team Builder/Coordinators:**

* Receive spreadsheets from registration
* Organize by special requests, starting with goalies
* Build teams, closer to closing of registration is ideal
* Confirm with coaches their attendance roster & goalie availability weekly
* Maintain list of Division goalies, with notes regarding jobs/availability, transportation (do they drive/ parent drives makes a difference to availability) and interest in covering games for other teams.
* Text/call/email goalie contact for the coverage ~ some are parents, some are older teens that can offer help
* Receive communication from referee coordinator regarding suspensions & issue/record as necessary
* Communicate with coaches regarding any communication from board.
* Orients the new Division Coordinator

**RAMP Interactive/Website Coordinator**:

* This is a new role as we are transitioning to this new forum.

**Sponsorship Coordinator**: Vacant position

* Communicate with current sponsors and secure new sponsors
* Communicate with coaches to ensure Sponsors have received a Thank you card and picture from sponsored team