



Athabasca & District Minor Hockey Association

APPROVED: November 24, 2018 (*new policy*)

POLICY: Executive Member Protocol

PURPOSE: To provide guidance, understanding and expectations for the role of a ADMHA executive member with regards to the associations operations while maintaining the integrity of the associations bylaws, policies and procedures and protecting the privacy of others.

RESPONSIBLE: ADMHA EXECUTIVE

Role of a Director

A Board of Director is elected to look after the interests of the entire Association. A director who has family members within it shall not place the interests of their family above the interests of the association as a whole. Decisions and voting by a director must be based on what is best for the entire association even if it has opposing effects on their own personal interests. The Boards effectiveness depends on directors providing input on their areas of responsibility while thinking and voting for the whole association. Directors also must make certain that they do not put themselves in a conflict of interest situation. They must ensure that decisions made do not benefit them, their immediate family, or their friends financially.

Under the ADMHA Policy, a director has the following duties

- To consider the welfare and interests of the association as a whole and, to bring to the boards attention anything that would promote or have impacts on the welfare or interests of the association.
- To participate in some fashion of the development and evaluation of the policies and programs for the association specifically those that involve their particular roles and responsibilities
- To participate in board meetings by making all attempts to attend regular meetings and actively participate in association execution functions
- When and where required participate and volunteer for special committees that are formed
- To obtain information about the operation or administration of the association from the area director.

- **To keep in confidence matters discussed in private at board meeting until discussed at a meeting held in public**
- To perform any other duty or function imposed on a director by this or any other enactment or by the board.

Board Meeting Protocol

1. Directors will respect the results of the majority vote on all decisions.
2. Directors will submit their vote based on what is best for the association, not for one's personal gain or vendettas.
3. Directors will support the decision of the board to the full membership whether or not the director is in favour of it unless director has asked for a recorded vote.
4. A Director will ensure that any topic of conversation they want kept confidential. A request from that board member will be made to move into "in-camera session".
 - **The primary reason to go "in camera" are" is confidentiality and the protecting the sensitivity of the situation or persons involved**
5. Directors MUST ensure that any topic discussed "in-camera" is NOT discussed with the general membership or individuals of the public.
 - Directors shall take this pledge at the first general meeting of assembly each time they are elected to the board. This pledge will be signed in front of the general assembly by each director:

"I understand and compile to the Executive Member Protocol Policy and failing to do so can result in disciplinary actions which can or will lead to the removal from the ADMHA executive indefinitely."
6. Directors will respect everyone's volunteer time and voice by ensuring that they will only speak to the topic at hand and will not speak unless the chair acknowledges them by a raise of hand.
7. Directors will remove themselves from any agenda item that his / her "immediate" family will have a financial gain.
8. If a Director **participates** in a motion / discussion they WILL submit a vote.
 - **Participation** means expressing one's point of view on the motion.
9. Directors will support all divisions of minor hockey, players, team officials, and referees wherever and whenever possible.
10. Directors will vote on all motions according to policy and bylaws. If directors wish to vote against policy, they must first pass a motion to amend the policy being affected.
11. All letters of misconduct by Board members will be investigate by Game and Conduct Director, President, and one other current Director. They will only recommend any disciplinary action for the general assembly to review and approve.

Board Member (Print)

Board Member (signature)

President or Vice president (signature)

Date: