**Blackfalds Minor Hockey Association Board, Roles & Descriptions**



**President**

* Responsible for the proper and efficient operation of BMHA
* Member of all committees
* Preside at all BMHA and Board meetings and develop agenda
* Shall have signing authority on BMHA accounts
* Shall appoint BMHA Operating Committee and League representatives
* Unable to vote unless needed to in the event of a tie
* Attend HA meetings or assign designate
* Approve Hockey Canada, HA, League, AGLC, CRA, BMHA and other documentation. Ie. Player tryout, release, overage, affiliation,
* Interpretation of BMHA, HA, HC Rules & Regulations and Bylaws
* Attend BMHA meetings
* Perform other duties for the good of BMHA

Assets: Computer and communication skills, leadership ability

**Vice President**

* Assume all duties of the President in his/her absence
* Govern BMHA Division Directors
* Participate in the Evaluation and Team Selection Process
* Facilitate BMHA Grievance Process
* Shall have signing authority on BMHA accounts
* Attend BMHA meetings
* Perform other duties for the good of BMHA
* Association Safety Representative (recommendation from HA)

Assets: Computer and communication skills, leadership ability

**Secretary**

* Record and maintain minutes from BMHA meetings
* Schedule Board meetings
* Schedule and secure facilities for BMHA Board events
* Provide updated list of Team Managers to the Town of Blackfalds each year (teams are eligible for non-profit rate at town facilities through BMHA)
* Maintain BMHA Website
* Communication to BMHA membership
* Attend BMHA meetings
* Perform other duties for the good of BMHA

Assets: Strong computer and scheduling skills, communication skills

**Treasurer**

* Manage all BMHA bank accounts (not team accounts) ie. BMHA, Casino
* Manage BMHA incoming and outgoing monies including but not limited to registration payment & refunds, ice fees, referee fees, equipment, player/coach training and development, sponsorship, Bingo, Casino
* Complete and submit all regulatory BMHA related documentation ie. CRA, AGLC
* Liaison to BMHA Accountant
* Shall have signing authority on BMHA accounts
* Audit Team book keeping as required
* Attend BMHA meetings
* Perform other duties for the good of BMHA

Assets: Strong computer and book keeping skills, good communication skills

**Registrar**

* Liaison to HA and Hockey Canada
* Attend HA Registrar Training Session
* Create and maintain Hockey Canada Rosters (Team Rosters)
* Ensure registration submission deadlines are met as prescribed by HA ie. Team Rosters, Affiliations
* Obtain Travel Permits for BMHA Teams
* Maintain accurate records of all BMHA registered players and coaches
* Confirm BMHA registrants & coaches training certifications are current for each season
* Attend BMHA meetings
* Perform other duties for the good of BMHA

Assets: Computer, organization, communication skills. Training provided by Hockey Alberta

**Ice Scheduler**

* Establish and maintain BMHA ice schedule
* Maintain ice schedule(s) on BMHA Website
* Liaison to the Town of Blackfalds regarding required ice time for BMHA
* Manage requests from teams for additional ice and returned ice
* Receive ice invoice from the Town of Blackfalds, ensure accuracy, forward to BMHA Treasurer
* Attend BMHA meetings
* Perform other duties for the good of BMHA

Assets: Computer, organization, communication skills

**Ref Assignor**

* Maintain a record of all BMHA Referees names, contact information, certification numbers and levels
* Maintain online BMHA Referee assignment program (Goalline)
* Assign Referees for all BMHA games & Tournaments
* Ensure fair assignments of games, utilizing all BMHA Referees
* Assist BMHA Treasurer with proper payment amounts (game fees & travel allowances)
* Attend BMHA meetings
* Perform other duties for the good of BMHA

Assets: Computer, organization, communication skills

**Fundraising Coordinator (Pictures/Banquet/Fundraising)**

* BMHA Liaison to the AGLC, Red Deer Bingo, Casino, Oilers 50/50, BMHA teams
* Obtain required licenses for fundraising (AGLC)
* Lead organizer for BMHA Year End Banquet
* Schedule Bingo, Casino, 50/50 events for BMHA Teams
* Manage BMHA Association Fundraising events/raffles (not team or tournament)
* Communicate fundraising events to the BMHA membership
* Attend BMHA meetings
* Perform other duties for the good of BMHA

Assets: Computer, organization, communication skills

**Coach Liaison/Player Development**

* Lead Coach selection process
* Participate in Evaluation and Team Selection Process
* Mentor BMHA Coaches, identify learning and training opportunities
* Arrange player development sessions ie. Power skating, skill development, goalie development
* Liaison from Coach to BMHA Board, Coach to Parent (with Division Director)
* Hold a minimum of three (3) Coaches meeting per season: 1 at season start, 1 at mid-season, 1 after the season is completed
* Attend BMHA meetings
* Perform other duties for the good of BMHA

Assets: Computer, organization, communication skills

**Tournament Coordinator**

* Develop schedule for home tournaments
* Provide guidance and oversee home tournament activities
* Participate in the Team Managers meeting
* Attend BMHA meetings
* Perform other duties for the good of BMHA

Assets: Computer, organization, communication skills

**Equipment Manager**

* Manage inventory of BMHA equipment, hockey socks and jerseys (game/practice)
* Distribute and collect jerseys (game/practice) and equipment to & from teams
* Order replacement equipment (pucks, jersey & coaches bags, First Aid kits, practice equipment, etc.), socks and jerseys as required
* Coordinate hockey sock sales to membership
* Attend BMHA meetings
* Perform other duties for the good of BMHA

Assets: Computer, organization, communication skills