

President of the Iqaluit Amateur Hockey Association is responsible for the running of a non-profit organization that supports minor hockey in Iqaluit, Nunavut.

Hours per week: 15

- Represent the Association in the community and potential partners
- Act as the chair of the executive committee and preside at all the meetings of the Association
- Exercise general supervision of the Association in accordance with policies determined by the executive
- Report regularly to the executive on matters of interest and delegate tasks as necessary
- Provide leadership, direction and vision in consultation and with input from the executive committee and membership
- Act as a signing officer for the Association in all legal and financial matters
- Sit on all committees as an ex-officio member and be advised and consulted in all disciplinary matters
- Responsible for the oversight of the travel teams, leagues, and tournaments
- Ensure the Association appoints Division Convenors for each division
- Authority to enforce the rules, regulations and guidelines established by the Association

Vice-President, Chairperson of Minor Hockey :

Hours per week: 15

- Assume full powers of the President in his/her absence
- Be an ex-officio member of all committees
- Oversee the Minor Hockey Development, House League and Hockey Skills Development
- Work closely with the Senior Coach's in helping managing all hockey operations within the Association
- Collect and act on feedback from parents, players, and officials
- Represent the Association in the community and potential partners
- Act as a signing officer for the Association in all legal and financial matters
- Sit on the Grievance and Appeals Committee and ensure the procedures are being adhered to
- Provide leadership, direction and vision in consultation and with input from the Executive Committee and Membership

Vice-President, Chairperson of Female Hockey

Hours Per Week: 10

- Assume full powers of the President in his/her absence
- Be an ex-officio member of all committees
- Oversee the Hockey Development for female hockey
- Work closely with the women and girls hockey to lead the delivery of strategic recruitment and retention objectives and continued sustainability and growth of women and girls hockey programs locally

- Initiate and develop marketing plans and campaigns to drive a strategic participation plan that resonates with potential members and girls hockey
- Represent the Association in the community and potential partners
- Act as a signing officer for the Association in all legal and financial matters²
- Sit on the Disciplinary/Appeals Committee and ensure the procedures are being adhered to¹
- Provide leadership, direction and vision in consultation and with input from the Executive Committee and Membership

Secretary :

Hours per week: 10

- Attend all meetings of the Board of Directors and take the appropriate minutes of such proceedings
- Give all notices required to be given to the members and/or the Board of Directors two weeks prior to next board meeting
- Communicate with association members via newsletters/emails
- Monitor the general email box and reply/forward/follow up on emails as necessary
- Keep accurate record of all association records, including Bylaws, Guidelines, Policy Documents, and coach and player development
- Be responsible for all official Board communications, including hearing related communications
- Act as a signing officer for the Association in all legal matters
- Be one of the signing authorities for financial disbursements
- Sit on all committees as an ex-officio member
- Manage the rampinteractive registration system for the Association, including setting up the online registration form and using the IAHA website communication tools

Treasurer:

Hours Per week: 15

- Be responsible for all monies handled by the Association
- Maintain a continuous proper record of all financial transactions and reports
- Prepare a statement in the form of a balance sheet for the annual general meeting
- Oversee the preparation of the Association's annual budget
- Provide insight on other financial matters of the Association as they arise
- Assist with other Association duties as necessary
- At the recreational level, the Treasurer may be a designated volunteer, or the Team Manager may take on this role
- The Treasurer is responsible for the the collection and management of team funds
- The Treasurer is responsible for filing a parent-approved team budget
- Must have a financial background and familiar with the operations of non-profits

- Manage the ramp interactive registration system for the Association, including setting up the online registration form, collecting registration information and payment, and updating the website and team app

Discipline Chair

Hours Per Week: 5

- Participate in discussions that focus on the improvement and growth of the game, and liaise with staff and committee members regarding the interpretation and application of regulations
- Deal with disciplinary situations involving minor infractions occurring within the jurisdiction of the Association, and ensure that the appropriate person having authority over the situation and the individual involved is notified and involved
- Report regularly to the Executive Committee on any disciplinary issues or actions taken, and provide recommendations for policy changes or improvements
- Review and approve or deny any requests for suspension deferrals or reductions, and ensure that the suspensions are served in accordance with the rules and procedures of the Association and other governing bodies
- Provide leadership, direction and vision in consultation and with input from the Executive Committee and Membership, and represent the Association in the community

Fundraising Chair:

Hours per week: 15

- Create a fundraising plan to ensure the organization is fully funded for the services it provides¹
- Host fundraising events, such as radio bingo, raffles, 50-50 etc
- Manage the radio bingo operation, including assigning people to man the phone and call numbers, and ensuring compliance with bingo regulations . This includes the ordering of bingo cards, weekly disbursement and collection of cards, statement of accounts, audits and verifications of bingo winners, distribution of bingo cheques and working with vendor partners to deliver efficient bingo services
- Applications for all fundraising events through Consumer Affairs.
- Report regularly to the Executive Committee on the progress and results of fundraising activities
- Ensure that team based fundraising is in accordance with the policies and procedures of the organisation and develop new policies.
- Act as a signing officer for the Association in all legal and financial matters
- Provide leadership, direction and vision in consultation and with input from the Executive Committee and Membership

Referee in Chief:

Hours per week: 5

- Ensure that all games under the jurisdiction of the Association are officiated by competent, responsible individuals who conduct themselves in accordance with the official rules of the game and the policies and procedures of the Association
- Provide day to day support for the officials in the Association, including shadows, mentors, evaluations and coaching to help aide in their development
- Engage senior officials to help with certain tasks, such as supervisions, assigning and coaching officials
- Attend any meetings or training sessions required by other government bodies.
- Ensure that certified and carded referees are assigned to games, as required by the Association
- Oversee the Referee Assignor(s) and balance game assignments between qualified officials, depending on availability and development levels
- Work closely with and accept requests for referees from team managers, following the guidelines of the Association and other relevant organizations
- Develop an association referee program

Parent Liaison:

Hours per week: 5

- Act as a mediator between players and coaching staff and between parents and coaching staff, in the best interest of the players and the team as a whole
- Provide a communication link between parents and coaches during the hockey season, and hear and bring forward any concerns or questions in a calm, clear manner
- Liaise with the Board of Directors and report any issues or feedback that need to be addressed
- Support the coaches and the team in various volunteer roles, such as fundraising, organizing events, or assisting with equipment
- Promote a positive and respectful hockey environment for all participants, and follow the policies and procedures of the Association and other governing bodies