

# **Board Members Jurisdiction and Responsibilities**

## **President**

### **Job Description**

The President, subject to the overall management and supervision of the Board, shall be charged with the general management of the affairs and operations of the IMHA including, without limiting the generality of the foregoing, the following:

- a) shall preside and chair all meetings of the Members of the IMHA, of the Board, and Registration Committee;
- b) shall represent the IMHA at all AAHA meetings;
- c) shall be an ex-officio member of all committees;
- d) shall call the meetings of the Board at such time and place as may be required from time to time to transact the business of the IMHA;
- e) shall have the power to discipline any player, coach, manager, trainer, stick-boy, referee, linesman or hockey team for unseemly conduct on or off the ice or for a breach of the rules and regulations, subject always to the right of appeal as hereinafter provided;
- f) shall have the power to discipline a member for any reason which, in the sole discretion of the President, is sufficient, subject always to the right of appeal as hereinafter provided.

### **Duties**

1. Must be an active member within the Board of Directors for a minimum of two (2) years within the previous five (5) years.
2. Shall arrange and organize regular Board meetings and notify the Board of their time and place.
3. Shall prepare and distribute the agenda for the Board meetings.
4. Shall chair the Board meetings, and by the use of Parliamentary Procedure and the agenda, ensure it is conducted in an orderly and efficient manner.

5. Shall have, together with the Treasurer or the Vice President, joint signing authority over all monies spent in the name of IMHA.
6. Shall have authority to authorize payment of all budgeted expenditures required to sustain the orderly affairs of IMHA.
7. Shall have the authority to request any or all information, communications or other correspondence directed to individual members be made available to the Board as a whole.
8. Shall ensure committees, members and Directors are carrying out their duties in a professional and proper manner.
9. Committee member of Budget Committee, Coaches Selection Committee, Discipline/Grievance Committee and Team Selection/Player Evaluation Committee.

## **Vice President**

### **Job Description**

The Vice President shall, in the absence or inability of the President, assume the duties of the President and shall, have all the powers, authority and restrictions of the President.

### **Duties**

1. Must be an active member within the Board of Directors for a minimum of one (1) year within the previous five (5) years.
2. Shall, in the absence of the President, act on his/her behalf in accordance with the President's Duties 1.1 through 1.10.
3. Shall be responsible for the orientation of new Board members as soon as possible following their election.
4. Shall assist Executive Director in the organization of the annual IMHA Players/Coaches Banquet for the House League teams and the Travel teams.
5. Shall have, together with the Treasurer or the President, joint signing authority over the monies spent in the name of IMHA.
6. Shall become familiar with all aspects of IMHA policies, procedures and operations.
7. Committee member of Team Selection/Player Evaluation Committee (Chairperson).

### **Banquet Coordinator – Vice President**

- Booking of Legion Auditorium – immediately following the current event for the next upcoming season (one (1) year in advance).
- Banquet menus can be decided upon by IMHA Board
- Notification to local newspapers – pictures for publication. Contact two (2) weeks prior to banquets giving them time, date, place of both banquets.
- Locate and arrange for Memorial trophies awarded and House League Champion

trophies.

- Arrange for:
  1. Master of Ceremonies to be available for both banquets;
  2. Grace to be said at both banquets;
  
- Arrange to have Board members available:
  1. at the door to take admission cost - poster to display cost of banquet – players' coach cost and parent/other family member cost;
  
  2. pre-banquet set up – pop table, microphone;
  
  3. post banquet clean up

## **Secretary**

### **Job Description**

The Secretary shall ensure that accurate, legible and up-to-date records of IMHA are available to those concerned.

### **Duties**

1. Shall be required to record the minutes of the Board and general meetings in an accurate and legible manner. And to have any and all of these minutes available to those concerned.
2. Shall publish the notice of the Annual General/Semi Annual Meeting three (3) weeks prior to said meeting, indicating date, time, and place.
3. Shall be custodian of all minutes of meetings of the Board and ensure the records of the Association.
4. Shall be custodian of the IMHA office, including the organizing of past and present records of meetings and financial records.

## Essentials of Good Minutes

### Reasons for Good Minutes

- They are the only record of the Board members.
- Committee chairpersons use them for constant referrals.
- The Board Chairman must be informed of committee activities at all times.
- They are essential in continuity and information for succeeding committees and Boards.

### Helpful Hints for Minutes

- Have the chairperson give you a copy of the meeting agenda.
- If a lengthy report is given, obtain the notes from the person giving the report and summarize. It is not necessary to record reams of information from a report if the information is available in the files of another committee. For example, Refer to Community Research Committee minutes of November 2, 1990 for further information.
- Request that lengthy involved motions be written out and given to you after being made.
- Minutes should be written up within five days after the meeting.
- When applicable, use a separate type topical heading to introduce a subject. For example: **Executive Report, Programs, and Evaluations.** This helps the reader focus in rapidly on a specific area.
- Place a notice of the next meeting; include items on the agenda that need special preparation for the meeting.
- Go over the minutes with the Chair to ensure correctness.

### Distribution of Minutes

- Minutes should be sent to all committee and Board members a week or two before the next meeting.

### Guide for Recording Good Minutes

- The following heading should be placed at the top of the first page. (Name of Organization) Committee or Board.
- Include in the first paragraph:
  - Kind of meeting (regular or special).
  - Name of committee or Board.
  - Date – including year, time and place of meeting.
  - Name of presiding offices (Mrs. Jane Doe, Chairman. Presiding).
  - Names of members present as well as those absent.
  - Whether minutes of the previous meeting were approved as read or if they were corrected.
- Record ideas: listen to comments, put down main points. Summarize. These records are for the committee's or Board's use – make them brief, but as complete as possible.
- Minutes should clearly indicate:
  - Major problems stated.
  - Suggestions proposed.
  - Conflicting points of view for clarification of action.
- Record all main motions:
  - Name of member who made the motion and underline the action (Jane Doe moved that...)
  - Do not include that the motion was seconded.
  - State and underline whether the motion carried or failed (Motion carried)
  - Give each motion a number to make referral easier (Motion 85/5 indicated the year (85) and the motion number (5)) Policy statement motions should immediately be transferred into a policy manual

- Time of adjournment
- End minutes simply with
  - John Doe, Secretary
- After minutes have been approved, the Secretary should write **Approved** with the date.

# **Treasurer**

## **Job Description**

The Treasurer shall ensure the financial affairs of the IMHA are controlled and documented in an orderly fashion.

## **Duties**

1. Must be an active member within the Board of Directors for a minimum of one (1) year within the previous five (5) years.
2. Shall maintain legible, accurate and commonly acceptable accounting ledgers to ensure the financial affairs of the Board are properly documented.
3. Shall compile and distribute an up-to-date financial statement to all Board members every Board meeting to ensure all members are aware of the financial status of the Board.
4. Shall, upon Board approval, and with the authorization from the President, rebate funds to participants unable to participate and/or utilize the Minor Hockey Program.
5. The Treasurer shall have the right to demand proof of purchase, payment or other acceptable signed invoice be produced before payment will be issued.
6. Shall be responsible for ensuring the Board is aware of the financial situation of the Board, but cannot be held personally responsible for any debts incurred by the Board as a result of overspending after notification.
7. Shall be the primary Board member authorized to receive monies for the deposit in the name of IMHA and to issue receipts for the same. This may be delegated by the Treasurer to Executive Director.
8. Shall, at the general meeting, compile and distribute a financial statement for any and all persons attending. This statement shall be accurate and complete to the best of his/her knowledge at the time of the meeting.
9. Shall, at the end of June, have an independent audit financial statement for the existing IMHA.
10. Shall have, together with the Executive Director, President or the Vice President, joint signing authority over the monies spent in the name of IMHA.
11. Committee member of Budget Committee (Chairperson).

# **Referee-in-Chief**

## **Job Description**

The Referee-in-Chief shall ensure that all games under the jurisdiction of the Board are officiated by competent, responsible individuals who conduct themselves in accordance with the official rules of the game and the policies and procedures of IMHA.

## **Duties**

1. May or may not be a referee or game official, but must have full understanding of the rules and regulations pertaining to game officials.
2. Shall assign or ensure a responsible substitute is delegated to assign appropriate officials for all league, play-off and exhibition games.
3. Shall be liaison between the coaches and the person in charge of the assigning to ensure all games to be played under the Board's jurisdiction, either scheduled or unscheduled, obtain appropriate officiating.
4. Shall recruit interested persons as required to become officials in IMHA.
5. Shall ensure all potential officials are notified of dates and locations of referee's clinics and that they are duly carded with the Hockey Alberta Referees Association.
6. Shall, as required, be responsible to organize and prepare clinics or workshops for IMHA officials/potential officials.
7. Shall evaluate and keep records of the conduct, competence and capability of the officials and correct any errors to ensure that the officials can achieve a high standard of respect throughout the Association.
8. Shall ensure the officials under his/her jurisdiction abide by the policies and procedures of the Board and by the rules set forth by the Hockey Alberta Referees Association.
9. Shall be responsible for submitting a schedule of game fees to the Board in accordance with the Alberta Referees Association.
10. Shall notify the Hockey Development Director and/or attend the coaches meeting to update all coaches of new rules and rules changes.
11. Committee member of Coaches Selection Committee and Discipline/Grievance Committee.

## **Registrar**

### **Job Description**

The Registrar shall maintain an accurate and up-to-date record of all player registrations in IMHA. The Registrar shall be the liaison and resource person for all matters pertaining to Hockey Alberta (AAHA) information for IMHA.

### **Duties**

1. Shall maintain an accurate and up-to-date record of all player registration in IMHA.
2. Shall ensure that all registrants have paid their appropriate fees owing and collect any outstanding registration fees owing to IMHA.
3. Shall have available sufficient registration forms for annual IMHA registration night and late registrations.
4. Shall be the liaison and resource person for all matters pertaining to Hockey Alberta information for IMHA (i.e. team sheets, player/coach carding, and affiliation).
5. Shall retain all IMHA team sheets and player/coach cards at the conclusion of each hockey season for future reference.
6. Shall be responsible for initiating applications for hosting Provincial Tournaments.
7. Shall obtain a responsible assistant delegated to aid with the roles and responsibilities of the Registrar.
8. Committee member of Budget Committee, Discipline/Grievance Committee (Chairperson).

### **Registrar/Hockey Alberta Representative**

- Have sufficient number of registration forms available for IMHA annual registration night and any late registrations throughout the remainder of the year.
- All registration forms with fees returned to Registrar – then forwarded to Treasurer – balance registrations with monies received.
- Prepare and distribute registered player lists to each appropriate league coordinator for the purpose of team separation.

- Ensure registration forms are complete and accurate before player commences ice sessions (conditioning camp, try outs) i.e. Alberta Health number, correct address, correct age, insurance, signatures.
- Provide any information and communication from AAHA to IMHA, coaches, managers.
- Assist in correct carding/affiliation/team sheet process. Liaison and resource person for AAHA to IMHA.
- Keep player information updated in the Hockey Canada Website. Copy of any coach suspensions should be with player/coach file.
- Ensure player/coach cards and team sheets are registered with Hockey Alberta by critical dates.
- Responsible for individual player release from IMHA.
- Compare registration names to team rosters for each team.
- Ensure that all IMHA travel teams entering Provincial play are placed in the appropriate division, along with confirmation in writing from each travel team manager, coach and level directors.
- Attend Zone Predraw Provincial Meeting with President or Vice President.
- Provide each registered team with the respective Provincial schedule as they become available from Hockey Alberta.
- Any and all communication information relating to Provincial play should be provided to the Registrar for furtherance to Zone Coordinator or Hockey Alberta.

# **Hockey Development Director**

## **Job Description**

The Hockey Development Director shall recruit, direct, oversee and discipline the coaches under the jurisdiction of the IMHA Board to ensure all registered players in IMHA receive the highest standard of coaching and leadership available. The Hockey Development Director shall provide, organize and coordinate educational clinics, workshops or seminars for IMHA coaches and players/parents.

## **Duties**

1. Shall recruit names of volunteers to ensure all teams will have a minimum of one coach.
2. Shall ensure all coaches, Novice level and below, are in receipt of the Initiation Level training.
3. Shall ensure all coaches, Atom level and above, are in receipt of the Coach Level in the National Coaches Certification Program (NCCP).
4. Shall arrange and organize NCCP and initiation clinics for the furtherance of IMHA coaches.
5. Shall be responsible for the educational and developmental conditioning camps, hockey schools, clinics, workshops or other hockey related programs for the benefit of IMHA players/parents. Shall organize and coordinate such programs as required by the Association.
6. Shall ensure all potential and active coaches are notified of coaching clinics being offered.
7. Shall, at the earliest possible date, arrange and organize a full coaches/managers information meeting to be attended by:
  - a) all level coordinators of IMHA;
  - b) Registrar;
  - c) President or Vice President;
  - d) Ice Convenor;
  - e) Director of Ways and Means/Sponsorship;
8. Shall chair the Coaches Selection Committee and be the official spokesperson when presenting the recommendations for coach appointments to the Board for approval.

9. Shall, after presentation to the Board and approval from the Board, have the power to take disciplinary action upon any and all coaches under discussion.
10. Shall, during the course of the season, coordinate the evaluation of all head coaches in both practice and game situations to ensure proper techniques, leadership, sportsmanship and manner are being displayed.
11. Shall develop and maintain a complete file on each head coach. This file should include applications and evaluations.
12. Shall ensure the IMHA moves toward trainer's program as outlined by Hockey Alberta. i.e. By beginning of 1997/98 season, each team shall have one person trained through the Hockey Trainer's Safety Program.
13. Shall develop and maintain a resource library for the Association.
14. Committee member of Coaches Selection Committee (Chairperson), Discipline/Grievance Committee and Team Selection/Player Evaluation Committee.

# **Risk Management/Equipment Director**

## **Job Description**

The Risk Management/Equipment Director shall ensure all teams under the jurisdiction of IMHA are supplied with sufficient and proper equipment to participate in the league designated to them.

## **Duties**

1. Shall create a position to promote and enforce risk management policy and to work with Hockey Alberta to train our volunteers, players and parents in this area.
2. Shall, as per equipment policy, ensure all equipment, uniforms, pucks, jersey bags, etc. required by the teams under the jurisdiction of IMHA, are made available to the coaches of these teams prior to the beginning of the season.
3. Shall, before the Budget meeting, prepare an equipment budget forecast for the upcoming year.
4. Shall, at the conclusion of each year, assess and evaluate all equipment, arrange for adequate storage, and report all damaged or lost equipment to the Board to ensure repair and/or replacement is completed before the start of the next season.
5. Shall be the only authorized representative of the Board to distribute, maintain, purchase, receive and coordinate equipment.
6. Shall ensure proper signed documentation is kept to allow for the location of any and all equipment owned by IMHA.
7. Shall submit prices to the Board for approval and purchase exceeding \$1000.00, unless itemized in the budget submitted and approved at the Board meeting.
8. Shall be required to account, in writing, an itemized list of equipment owned by the IMHA in order to ensure control, insurance, volume of requests and proper safety of the players is satisfied.
9. Shall ensure the Board is kept informed of any and all information regarding changes in equipment regulations which may affect the operation of IMHA.
10. Shall maintain, expand, update and control a complete list of equipment check-off sheets, return sheets, distribution sheets, and excess equipment, authorized receipts of equipment, itemized lists of equipment in possession of coaches, signed return lists and condition of equipment.

11. Shall, during the summer months, distribute equipment to any goalie registered in the IMHA who is participating in a summer hockey program. Shall provide equipment to goalies participating in IMHA fall conditioning camps, hockey schools and try outs as per equipment policy.
12. Shall be responsible for researching new equipment available to get best possible protection to players at the least possible cost to IMHA.
13. Shall be resource person available to coaches and players/parents of IMHA on proper use and adjustments of hockey/goalie equipment.
14. Committee member of Budget Committee and Discipline/Grievance Committee.

# House League Directors

## Job Description

The House League Directors shall ensure all participants in the levels of Eaglets, Dynamite Novice and Atom are afforded responsible coaching and leadership, equitable ice time, fair representation on the Board and receive direction toward advancing through the IMHA.

## Duties

1. Shall, in cooperation with the Hockey Development Director, ensure adequate and capable coaches are available.
2. Shall, in conjunction with the coaches selected ensure the teams are split into evenly matched groups.
3. Shall, over the course of the season, be responsible for the concerns of the players, coaches and parents of this level and represent this group in dealing with the Board.
4. Shall, throughout the season, be responsible for acquiring volunteers from the higher levels to partake in the assistance of any coaches who may require additional knowledge or insight towards the on/off ice activity of the team when requested by the coach.
5. Shall, with the direction of the Board, ensure that all participants (coaches, players, parents) are receiving adequate information regarding the purpose, function and goals of this group, i.e. fair play code, player/parent code, Hockey for a Lifetime.
6. Shall, along with the Hockey Development Director, ensure that all coaches participate in the CHA Initiation Program clinics before or as close to the beginning of the season as possible.
7. Shall be required, under the direction of the Risk Management/Equipment Director, to ensure proper distribution and return of all sweaters and equipment utilized by the players and coaches in the house league divisions.
8. The CHA Initiative Program shall be followed and the coaches shall attend a coaches training program offered in this program. Each coach shall have his admission paid by IMHA.
9. Shall be in attendance at the Coaches (General) Orientation Meeting with the specific purpose to outline the responsibilities and expectations of the team manager.
10. Shall be a member of the Coaches Selection Committee, Team Selection/Player Evaluation Committee and Discipline Committee if it involves their age group.

## **Pee Wee Level Director**

### **Job Description**

The Pee Wee Level Director shall ensure the Pee Wee level teams are fairly represented to the IMHA Board. The Director shall be responsible for the coordination of regulations, games, play-offs, rules, correspondence, schedules, tournaments and information with the Board and the Pee Wee level teams/parents.

### **Duties**

1. Shall ensure all policies of the Board are properly presented to the Pee Wee level teams/parents.
2. Shall ensure any and all correspondence, concerns, information and requests by the Pee Wee level teams are presented to the Board for their information and/or actions.
3. Shall be present at the General Coaches meeting with the specific purpose to outline the responsibilities and expectations of the team managers.
4. Shall ensure that all coaches at this level try to attend a coach's level coaching clinic before or as close to the beginning of the season as possible (registration paid by IMHA).
5. Shall be required, under the direction of the Risk Management/Equipment Director, to ensure proper distribution and return of all sweaters and equipment utilized by the players and coaches in the Pee Wee level.
6. Shall submit, to the Registrar, the appropriate level of play that each Pee Wee team should be entered at Provincial play, with conference by each Pee Wee team's coach.
7. Shall be liaison person between Pee Wee teams and Bantam Level Director in the area of proper affiliation.
8. Committee member of Coaches Selection Committee, Team Selection/Player Evaluation Committee and Discipline/Grievance Committee if it involves the Pee Wee age group.

## **Bantam Level Director**

### **Job Description**

The Bantam Level Director shall ensure the Bantam teams are fairly represented to the IMHA Board. The Director shall be responsible for the coordination of regulations, games, play-offs, rules, correspondence, schedules, tournaments and information with the Board and the Bantam level teams/parents.

### **Duties**

1. Shall ensure that all policies of the Board are properly presented to the Bantam level teams/parents.
2. Shall ensure any and all correspondence, concerns, information and requests by the Bantam level teams is presented to the Board for their information and/or actions.
3. Shall be present at the General Coaches meeting with the specific purpose to outline the responsibilities and expectations of the team manager.
4. Shall ensure that all coaches at this level try to attend a Coaches Level Coaching Clinic before or as close to the beginning of the season as possible (registration paid by IMHA).
5. Shall be required, under the direction of the Risk Management/Equipment Director, to ensure proper distribution and return of all sweaters and equipment utilized by the players and coaches in the Bantam level.
6. Shall submit, in writing, to the Registrar, the appropriate level of play that each Bantam team should be entered at Provincial play, with conference by each Bantam team's coach.
7. Shall be a liaison person between Pee Wee Level Director, Midget Level Director and Bantam teams in the area of proper affiliation.
8. Committee member of Coaches Selection Committee, Team Selection/Player Evaluation Committee and Discipline Committee if it involves the Bantam age group.

## **Midget Level Director**

### **Job Description**

The Midget Level Director shall ensure the Midget teams are fairly represented to the IMHA Board. The Director shall be responsible for the coordination of regulations, games, play-offs, rules, correspondence, schedules, tournaments and information with the Board and the Midget level teams/parents.

### **Duties**

1. Shall ensure that all policies of the Board are properly presented to the Midget level teams/parents.
2. Shall ensure any and all correspondence, concerns, information, and requests by the Midget level teams is presented to the Board for their information and/or actions.
3. Shall be present at the General Coaches meeting with the specific purpose to outline the responsibilities and expectations of the team managers.
4. Shall ensure that all coaches at this level try to attend a Coaches Level Coaching Clinic before or as close to the beginning of the season as possible (registration paid by IMHA).
5. Shall be required, under the direction of the Risk Management/Equipment Director, to ensure proper distribution and return of all sweaters and equipment utilized by the players and coaches in the Midget level.
6. Shall submit, in writing, to the Registrar, the appropriate level of play that each Midget team should be entered at Provincial play, with conference by each Midget teams coach.
7. Shall be the liaison person between the Bantam Level Director and Midget level teams in the area of proper affiliation.
8. Committee member of Coaches Selection Committee, Team Selection/Player Evaluation Committee and Discipline Committee if it involves the Midget age group.

## **Female Hockey Director**

### **Job Description**

The Female Hockey Director shall ensure that the female hockey teams are fairly represented to the IMHA Board. The Director shall be responsible for the coordination of regulations, games, play-offs, rules, correspondence, schedules and information with the Board and the Female teams and their parents.

### **Duties**

1. Shall ensure all policies of the Board are properly presented to the Female teams and their parents.
2. Shall ensure any and all correspondence, concerns, information and requests by the Female teams is presented to the Board for their information and/or actions.
3. Shall be present at the General Coaches meeting with the specific purpose to outline the responsibilities and expectations of team managers.
4. Shall, along with the Hockey Development Director, ensure that all coaches are certified at the coach level in NCCP (paid by IMHA). If coaches are not certified at this level ensure that they attend a coach level clinic before or as close to the beginning of the season as possible.
5. Shall be required, under the direction of the Risk Management/Equipment Director, to ensure proper distribution and return of all sweaters and equipment utilized by the players and coaches on the Female teams.
6. Shall submit, in writing, to the Registrar, the appropriate level of play that each Female team should be entered at Provincial play, with conference by each team's coach.
7. Shall be liaison person between all Female teams in the area of proper affiliation between teams.
8. Committee member of Coaches Selection Committee, Team Selection/Player Evaluation Committee (if required) and Discipline Committee if it involves the Female Program.

## **Past President**

### **Job Description**

The Past President shall remain as a Board member, to provide continuity and offer guidance in the operation of the IMHA.

### **Duties**

1. Shall be available as a resource and guidance referral, providing continuity in the transition of Board members.
2. Shall assist in the election of Executive Officers along with the Nomination Committee.