



New Sarepta Minor Hockey Association
Box 215
New Sarepta, Alberta T0B 3M0
www.nsmha.ca

NSMHA

Volunteer Position Descriptions/Responsibilities – Board Members

****Note: All elections are to be completed and filled at Spring AGM's**

BOARD OF DIRECTORS

**All Board Members (voting and non-voting) receive the full 10 hours towards their volunteer commitment.

EXECUTIVE – voting members

President - 2 year term, re-elect in odd years

- Ex-officio, a member of all committees
- Preside at all meetings of the Association
- Ensure the operation of the association is in accordance with the Bylaws and/or Policies of the Association
- Sign all resolutions and membership certificates
- Administer suspensions to coaches and/or players
- Attend Hockey Alberta, general and zone meetings
- Liaison with neighboring associations
- Assist members in resolution of conflicts

Vice President – 2 year term, re-elect in even years

- Assist any member of the executive with their assigned duties, and take over the position of the President in the case of the Presidents absence.
- Attend all board and general meetings
- Assist members in resolution of conflicts & chair committee if needed.

Secretary– 2 year term, re-elect in odd years

- Attend all meetings of the association, board of directors and Executive meetings
- Keep accurate minutes of such meetings
- Custodian of all the books, papers, records, correspondence, contracts or other documents belonging to the association
- Administer & apply for all travel and/or special event permits and /or tournament sanctions for association teams.
- Operate under the direction of the President, the board of directors and the Executive
- Advise and monitor teams on the appropriate use of permits

Registrar - 2 year term, re-elect in even years

- Coordinate registration Day(s)
- Prepare /update in cooperation with the executive the NSMHA Handbook
- Ensure registration forms are complete and accurate
- Input and monitor registration fees with association Treasurer.
- Monitor and input coaches criminal record checks.
- Follow-up on incomplete registration information
- Attend Fall Zone Registration Meeting
- Order Team Registrations-provincial/non-provincial
- Complete Team / Player Registrations for submittal to Zone registrar
- Liaison with Zone registrar to resolve deficiencies
- Attend Monthly Board and General Meetings

Atom and Below Director – 2 year term, re-elect in odd years

- Define and advise the board on programs related to the levels
- Liaison with members of the volunteer group to develop and execute programs for the levels
- Liaison with the parents to bring concerns to the board
- Assist in resolving conflicts at their level and within association
- Attend & participate in monthly Board and General Meetings

Pewee and Above Director - 2 year term, re-elect in even years

- Define and advise the board on programs related to the levels
- Liaison with members of the volunteer group to develop and execute programs for the levels
- Liaison with the parents to bring concerns to the board
- Assist in resolving conflicts at their level and within association
- Attend & participate in monthly Board and General Meetings

Player Development - 2 year term, re-elect in odd years

- Develop, Promote and administer programs designed to assist in a player's development
- Report to the Executive and Board for funding and progress of the programs
- Coordinate clinics with Goalie Development

Coach Development - 2 year term, re-elect in even years

- Develop, Promote and administer programs designed to assist in a coach's development
- Report to the Executive and Board for funding and progress of the programs
- Coordinate the on ice evaluation sessions

ASSOCIATES/REPRESENTATIVES – non-voting members

Past President – after President’s term completed

- Assist & mentor President and other board members
- Assist members in resolution of conflicts
- Attend Monthly Board and General Meetings

Treasurer - 2 year term, re-elect in even years

- Keep full and accurate accounts of all receipts and disbursements
- Report the state of all accounts at the board, executive and association meetings
- Preparation of the annual Financial Statements
- Preparation of proposed Budget
- Advise Executive and Board of Directors of the financial impacts and alternatives
- Attend Monthly Board and General Meetings

Events / Volunteer Coordinator - 2 year term, re-elect in even years

- Administer commitment hours made by association members & report deficiencies to board
- Coordinate Year End Awards Night including the Esso Medals, players gifts/medals, booking the venue, planning the program.
- Manage the New Sarepta Fair duties (parade, kids games or concession) with the Fundraising Coordinator.
- Collect all pictures and documents for the Yearbook to be provided to printing company.
- Assist the Fundraiser Coordinator with organizing volunteers for fundraising events.
- Attend Monthly Board and General Meetings if requested by Board

Fundraiser Coordinator - 2 year term, re-elect in odd years

- Coordinate all fundraising events (New Sarepta Fair, demo derby, casinos, 50/50's, etc)
- Chair all fundraising committee meetings & update Board with minutes.
- Report to Board on status of events (attendance, financials, pros/cons, etc)
- Attend Monthly Board and General Meetings if requested by Board
- Manage and promote the Jersey Sponsorship program

Atom and Below Equipment Manager - 2 year term, re-elect in even years

- Issue equipment to teams for season
- Maintain accurate records of the equipment owned by the association
- Collect Equipment deposits for equipment issued
- Maintain Inventory of consumable items (First Aid Kits)
- Attend evaluations to provide jerseys
- Purchase new and coordinate repairs of equipment approved by Board
- Attend Monthly Board and General Meetings if requested by Board.

Peewee and Above Equipment Manager - 2 year term, re-elect in odd years

- Issue equipment to teams for season
- Maintain accurate records of the equipment owned by the association
- Collect Equipment deposits for equipment issued
- Maintain Inventory of consumable items (First Aid Kits)
- Purchase new and coordinate repairs of equipment approved by Board
- Attend evaluations to provide jerseys.
- Attend Monthly Board and General Meetings if requested by Board.

Ice Allocator - 2 year term, re-elect in even years

- Develop and communicate yearly ice and tournament schedules for the teams to the Agricultural Society.
- Report, monitor and record on-going ice schedule changes and inform board of un-used ice.
- Maintain records to ensure fair ice allocations for all teams.
- Verify ice invoices and inform President and/or Treasurer to approve for payment.
- Report to the Executive and Board
- Attend Monthly Board and General Meetings if requested by Board.

League Rep - 2 year term, re-elect in even years

- Attend all League Meetings
- Attend all tiering meetings if required
- Liaison between association teams and the league
- Advise teams on League rules and regulations
- Report to the Executive and Board on the League
- Assist in resolution of conflicts between teams and the league or other teams
- Attend Monthly Board and General Meetings if requested by Board.
- Be available to become Governor for an assigned level for the season (6-10 hours per week)

Risk Management Coordinator - 2 year term, re-elect in odd years

- Develop, promote and administer programs designed to assist in a players development Heads up Program
- Prepare monthly reports to the Ag Board regarding facility safety concerns
- Report to the Executive and Board for funding and progress of the programs
- Attend Monthly Board and General Meetings if requested by Board.

Website/Communication Coordinator - 2 year term, re-elect in even years

- Coordinate communications from Association to newspapers, magazines and schools
- Coordinate association advertising efforts for special events and business.
- Administer and update association website and social media at the direction of Executive.
- Attend Monthly Board and General Meetings if requested by Board.

Referee in Chief - 2 year term, re-elect in odd years

- Monitor Referees to ensure acceptable standards
- Develop, promote and administer programs designed to assist in a referee development including referee clinics
- Liaison between Coaches and Referees to resolve conflicts
- Report to the Executive and Board on issues related to refereeing
- Attend Monthly Board and General Meetings if requested by Board.

Referee Assignor - (Paid \$350.00/month) - 2 year term, re-elect in even years

- Assigns Referees to games
- Liaison with surrounding communities to establish outside available referees
- Record and report Referee assignments to the Treasurer for payment
- Attend monthly Board and Yearly Fall and Spring General Meetings

New Sarepta Ag Board Liaison

- Attend Ag Board Meetings
- Represent NSMHA views at these meetings
- Report to the NSMHA Executive and Board on issues affecting NSMHA