

2019 – 2020 Changes in Job Descriptions

Executive Committee Members:

Director of Hockey Operations – new position

- a) Oversee hockey program delivery and player development for the organization
- b) Recruit, interview and recommend Head Coach for appointment by the executive board
- c) Oversee and support the duties of the Head Coach and report to the executive board
- d) Oversee and support the duties of the Referee in Chief and report to the executive board
- e) Coordinate ongoing development opportunities for coaches and referees

Director of Scheduling – new positions

- a) To represent the Association at the Annual Ice users meeting and to request and negotiate the ice needed for the Associations upcoming year.
- b) The scheduling, re-scheduling, exchange and cancellation of the ice time.
- c) To approve and record all ice time used by teams under the jurisdiction of the Association regardless of the purpose and means of payment.
- d) To submit home game times to PCAHA and resolve conflicted home games.
- e) Oversee and support the duties of the Referee Assignor and report to the executive board
- f) To provide ice usage report and forecasts to the executive board as required
- g) To perform other related duties as determined by the Executive Committee.

Vice President – changes highlighted in red

- a) Liaise with the COCD Committee
- b) Attend conferences and meetings in place of the President when necessary
- c) Perform the roles of President in their absence
- d) Oversee the team evaluation process at the start of the year in collaboration with the President
- e) **Recruit and recommend Risk Manager for appointment by the executive board**
- f) **Oversee and support the duties of the Risk Manager and report to the executive board**
- g) See constitution for further details

Secretary – changes highlighted in red

- a) Conduct the correspondence of the society
- b) Issue notices of meetings of the society and directors
- c) Keep minutes of all meetings of the society and directors
- d) Post on the Association's notice board a summary of all Executive meetings. The summary will not include any information that the Executive Committee deems confidential.
- e) Have custody of all records and documents of the Association except those required to be kept by the Treasurer and the Risk Manager (Vice President)
- f) Have custody of the common seal of the society (Wayne Rowe's office)
- g) File all statutory filings under the Society Act. (Wayne Rowe's office)
- h) Be a signing officer of the Association.
- i) **Ensure that game sheets and game numbers are obtained and distributed to all the Division Coordinators**

i j) See constitution for further details

Treasurer

- a) Collect fees
- b) Review invoices and make payments
- c) Provide Division Coordinators with Division funding for officials
- d) Oversee Jersey deposit cheques and cash as warranted
- e) Provide monthly balance sheets
- f) Provide monthly income statements
- g) Prepare the annual budget for approval at the AGM
- h) Process refunds related to:
 - i. Player who leave the association
 - ii. RIS, HCSP, Coaching Courses, Official certifications
 - iii. Board member approved travel/expenses
- i) Process sponsor funding
- j) Pay out approved bursary funding
- k) Maintaining association accounting and bank records
- l) Maintaining association's bank accounts and transactions
- m) See constitution for further details

Non-Elected Positions Appointed by the Executive Committee:

Coach Coordinator

- Title changed to Head Coach
- Job Description remains the same as in P & P

Ice Scheduler

- This role is no longer appointed and the duties will be included in the position of Director of Scheduling

Referee Scheduler

- Title changed to Referee Assignor

Risk Manager

- This position was previously an elected position but is now an appointed position and overseen by the Vice President (see Vice President's Job Description)
- Job Description remains the same as in P & P