

# YELLOWKNIFE MINOR HOCKEY ASSOCIATION

## POSITION DESCRIPTION

Approved: 04 March, 2008

POSITION: Director, Administration

REPORTING TO: President

AUTHORITY: As determined by a decision of the Executive Committee.

RESPONSIBLE FOR: Overseeing the administrative functions of the Association.

### DUTIES:

- Serving as a member of the Executive Committee;
- Acting as Secretary to the Executive Committee;
- Maintaining the record of decisions from all Special, Annual General, Executive Committee and Standing Committee meetings;
- Maintaining the files and records of the Association;
- Maintaining the Seal of the Association;
- Preparing correspondence on behalf of the Association, as required;
- Addressing the annual Association obligations with respect to the Societies Act;
- Ensuring that the Association website is properly maintained and that information on the site is timely and accurate;
- Ensuring the effective and efficient registration of players for all Association programs;
- Ensuring that the Association obtains an adequate allocation of ice from the City and that the ice is effectively scheduled for all Association programs;
- Ensuring that an inventory of Association equipment and supplies is properly maintained;
- Recruiting volunteers for the positions of Webmaster, Registrar, Scheduler, and Equipment Manager, as required.
- Other duties as maybe established by the Executive Committee.

### DESIREABLE ASSETS:

- Commitment to the Association Vision, Mission, Values and Operating Principles
- Ability to meet personal commitments and agreed-upon deadlines.
- Good inter-personal skills

TIME COMMITMENT:

- Approximately five hours per week during the hockey season.
- Approximately two hours per week during the rest of the year.