

# YELLOWKNIFE MINOR HOCKEY ASSOCIATION

## EXECUTIVE COMMITTEE

### TERMS OF REFERENCE

Approved: 24 July 2007

#### 1.0 RESPONSIBILITIES

The Executive Committee is responsible for leading and overseeing the management of the affairs of the Association by:

- Establishing and reinforcing the Association Mission, Vision, Values and Operating Principles;
- Providing strategic and policy direction;
- Ensuring the financial health of the Association;
- Ensuring that the Association has adequate human resources;
- Overseeing Association programs and operations;
- Ensuring effective relations with the membership and the community.

#### 2.0 COMMITTEES

The Executive Committee discharges its duties through a number of standing committees, the Committee of the Whole and ad-hoc committees that may be established from time to time.

##### 2.1 Standing Committees

The Standing Committees include the following:

**League Program Committee** is responsible for the overall operations of the League Program consistent with Association policies and procedures.

**Development Program Committee** is responsible for the overall operations of the Development Program including players, coaches and on-ice officials.

**Development Team Committee** is responsible for the overall operations of the Development Teams consistent with Association policies and procedures.

**Administration Committee** is responsible for the overall administration of Association programs including registration, scheduling, internal communications and maintenance of equipment and supplies.

**Finance Committee** is responsible for the overall management of Association finances including registration, sponsorship and fundraising revenue; control of expenditures and program planning.

**Sponsorship and Fundraising Committee** is responsible for the overall management of sponsorship and fundraising for the Association.

**Special Events Committee** is responsible for the organization and administration of special events including Association tournaments and the year-end awards ceremony.

**Discipline Committee** is responsible for undertaking disciplinary actions consistent with Association policies and procedures.

Each Standing Committee shall be led by an appointed Director with the assistance of at least one other Director. Additional persons may be appointed to the Committee as required. Other members of the Executive Committee or the Committee of the Whole may be invited to participate in meetings where their expertise is relevant.

## 2.2 Committee of the Whole

The Committee of the Whole is responsible for considering overarching operational issues, which arise from time to time, and providing advice and recommendations to the Executive Committee.

The Committee of the Whole shall be comprised of the members of the Executive Committee in addition to all appointed administrative personnel.

## 2.3 Ad hoc Committees

Ad hoc committees may be established, from time to time, to consider specific issues on behalf of the Executive Committee. Each Ad hoc Committee shall be led by an appointed Director with the assistance of at least one other Director. Additional persons may be appointed to the Committee as deemed appropriate.

## 3.0 EX OFFICIO MEMBER

The President is an ex officio member of all committees.