

FUNDY HIGHLAND FEMALE HOCKEY ASSOCIATION

**The duties of the Secretary** include but are not limited to:

* + 1. Responsible for taking a preparing the minutes of the General and Executive Committee meetings;
		2. Supplying copies of the minutes of all meetings as expeditiously as possible to the members.
		3. Producing meeting agenda from items submitted by members and vetted by the President. Put out a call for agenda items one (1) week prior to General and Executive Committee meetings
		4. Requesting committee reports prior to meetings and circulate them to the board members for review before all General and Executive Committee meetings
		5. Maintaining an archive of the minutes of all the meeting in soft copy (portable memory drive) and publish in a web-based forum (website)
		6. Work with Website and Social Media coordinator to provide regular communications to the membership

Members at Large

The duties of the Member at Large include but are not limited to:

* 1. Be a voting member of the Board of Directors
	2. Attend board meetings
	3. Serve on committees as necessary

**The duties of the Finance Coordinator will assist the Vice President – Finance below:**

**The duties of the Vice President -- Finance** include but are not limited to:

* + 1. Be responsible for all aspects related to finance including business planning
		2. Be responsible for budget development and maintenance and all aspects of financial support to ensure the effective operation of FHFHA
		3. Keep proper books of accounts
		4. Present to the Annual General Meeting and/or the Special General Meeting of FHFHA an Annual Report showing:
			1. The results of the yearly operation of FHFHA, including an annual budget
			2. Such other financial reports and matters as may appear to be of interest to FHFHA or that the Board of Directors of FHFHA may prescribe, including an annual budget
		5. Receive, in the name of FHFHA, all monies which shall be deposited in one or more chartered banks of FHFHA, and payout of the funds of FHFHA any costs, charges and expenses involved in the administration and operation of FHFHA in accordance with the policies and guidelines as laid down from time to time by the Finance Committee
		6. Invest money in the name of FHFHA in accordance with policies and guidelines as approved by the Finance Committee
		7. If directed by the Board, ensure the accounts of FHFHA are audited and reported upon annually by an auditor licensed pursuant to the Public Accountants Act, as may be appointed by the Finance Committee, as part of the cost of administration of FHFHA
		8. Serve on committees as required by the Board of Directors or the President
		9. Coordinate payment of all invoices and accounts in a prompt and orderly manner, include them in the financial statements and advise the Board of Directors monthly
		10. Work closely with the Registrar to ensure all fees are paid and accounted for
		11. Be responsible for the collection of delinquent accounts and in consultation with Executive members will take appropriate action to correct the situation of returned cheques. An approved fee (to be decided by the Board of Directors) will be charged to the individual member(s) for all returned cheques
		12. Administer the applicable policies of the association
		13. Other duties as assigned by the President

Equipment Manager

The duties of the Equipment Manager include but are not limited to:

* 1. Maintaining an up-to-date inventory of all jerseys and equipment
	2. Issuing and obtaining receipt for all jerseys and equipment at the start of the season and ensure all jerseys and equipment are returned and accounted for at the end of season
	3. Arranging for the repair of jerseys and equipment where necessary. Advise Vice President – Finance to seek approval from Board of Directors to approve any associated costs to FHFHA
	4. Recommending purchase of jerseys and equipment to the Executive Committee where applicable
	5. Arrange for the purchase of sets of jerseys and team socks as required.
	6. If directed by the Board, arranging through the Vice President -- Finance, appropriate insurance coverage for protection of jerseys and equipment from loss due to fire or theft
	7. Assisting the Vice President -- Finance in the preparation of the budget with respect to the jerseys and equipment replacement requirements
	8. Under the direction of the Board, providing recognition to corporate team sponsors by ensuring that advertising crests are attached to the team jerseys appropriately
	9. Administering the applicable policies of the association

Registrar

The duties of the Registrar include but are not limited to:

* 1. Organizing, supervising and controlling all registration procedures and will supply designated members of the Executive with master registration lists as soon as reasonably possible
	2. Maintaining a record and work closely with the Vice President -- Finance to ensure all funds are collected and accounted for
	3. In conjunction with the President and Vice President -- Finance, establishing a pro-rata refund of Association fees based upon individual circumstances for cases partial membership when the member cannot participate for a full season and wishes to withdraw as per association policy
	4. Administering the applicable policies of the association

Risk Management Coordinator

The duties of the Risk Management Coordinator include but are not limited to:

* 1. Ensuring the members are properly insured
	2. Providing advice to the Executive on actions required to mitigate the Associations’ risk
	3. Managing team staff disciplinary activities
	4. Leading investigations or review panels when required and advise the President on the outcome and recommended action
	5. Distributing resource materials that will be used in the promotion of Risk and Safety Management in Hockey Nova Scotia program
	6. Promoting the STOP and Respect in Sport Programs
	7. Administering the applicable policies of the association
	8. Administering and track coaching certification requirements, communicate certification opportunities, and advise team liaisons of those coaches and team staff who are not in compliance with certification requirements as determined by Hockey Nova Scotia
	9. Recommending appropriate training courses for coaches where appropriate
	10. Recommending first aid training and special courses (e.g. power skating) where appropriate
	11. Performing other duties as assigned by the President

Development Coordinator

The Development Coordinator is responsible for the management of the Association's development program and is the principal contact person within the Association for all skill development activities. More specifically, the Development Coordinator’s duties include but are not limited to:

* 1. Liaising with Hockey Nova Scotia's Development personnel and the Association's hockey development volunteers
	2. Outlining the budgetary requirements for the overall development program and provide the leadership within the Association to achieve the program objectives
	3. Performing activities during the FHFHA tryout process and development programs
	4. Administering the applicable policies of the association
	5. Performing other duties as assigned by the President

Coach Coordinator

The duties of the Coach Coordinator include but are not limited to:

* 1. Defining and managing the Coach Interview process
	2. Overseeing Coach Selection committee
	3. Organizing and hold annual Coaches and Managers Meeting
	4. Organizing and oversee the tryout process
	5. Administering the applicable policies of the association
	6. Performing other duties as assigned by the President