

ARTICLE VIII: EXECUTIVE JOB DESCRIPTIONS

President

- Ensure the Association's mission, goals, and objectives are met.
- Organize and chair General and Executive Committee meetings.
- Liaise with CMHF, MMHL, HNS, NSMHC, and other related hockey branches.
- Communicate with the membership through newsletters or other methods.
- Represent the Association at required meetings.
- Supervise the Hockey Development Professional and negotiate their employment terms.
- Negotiate the employment terms of the Association Administrator.
- Cannot be a Coach, Assistant Coach, Team official, or On-Ice Official.

Past President

- Ensure the current Executive benefits from past knowledge and experiences.
- Chair the Nominating Committee to present nominees at the Annual General Meeting.

Division Vice Presidents: (Competitive, Recreation, Female, and IP/Novice)

- Implement Association policies and directives.
- Supervise team and coach selections as per Articles XVII and XVI.
- Recommend the number and level of teams for approval by the Executive Committee.
- Assist in selecting and approving team administrators.
- Ensure Coaches are provided with team player information.
- Distribute and collect team jerseys and equipment.
- Monitor teams and resolve issues as per Article XIX.
- Work with the Ice Coordinator and Vice President Finance on scheduling and fees.
- Report on division progress to the Executive Committee.
- Ensure proper team registration with relevant hockey bodies.
- Vice President Competitive supervises the CMHF Delegate.
- Vice President Recreation supervises the MMHL Delegate.
- Vice President Competitive cannot be a Head Coach or Official.

Vice President Operations

- Support the overall operation of the Association, including:
 - Coaching certification
 - Equipment management
 - Ice requirements and coordination
 - Facilities management
 - Player and Coach Development
 - Business Development
 - Safety
 - Registration
- Ensure compliance with hockey-governing bodies' policies.
- Supervise the Referee-In-Chief, Association Administrator (if applicable), Registrar, and Ice Coordinator.

- Lead Coach selection as per Article XVI.
- Cannot be a Head Coach or Official.

Vice President Finance

- Manage the Association's financial records and budget.
- Handle Association bank accounts and ensure proper signing authorities.
- Provide financial statements and alert the Executive to significant budget variances.
- Supervise the Registrar (if applicable), Controller, and Contracts and Risk Management Coordinator.

Vice President Development

- Manage the Association's development program.
- Liaise with Hockey Nova Scotia's Development personnel and the Hockey Development Professional.
- Outline budgetary requirements for the development program.

Controller

- Coordinate payment of invoices and accounts.
- Work with the Registrar to ensure fee payments.
- Collect delinquent accounts and address returned cheques.

Registrar (If no Association Administrator)

- Organize and control all registration procedures.
- Work with Vice President Finance to ensure fee collection.
- Establish pro-rata refunds for partial memberships with President and Vice President Finance.

Secretary

- Prepare minutes of General and Executive Committee meetings.
- Distribute meeting minutes to the Executive Committee and authorized persons.
- Maintain an archive of meeting minutes.
- Issue travel permits and exhibition game numbers.

Ice Coordinator (If no Association Administrator)

- Secure ice facility rentals for the Association.
- Liaise with Vice President Finance on the ice rental budget.
- Act as liaison with the CMHF to ensure compliance with their rules and policies.

Business Development Coordinator

- Coordinate fundraising activities and procure corporate team sponsors.
- Ensure legal requirements for fundraising are met.
- Monitor fundraising activities and recommend departures from policy to the Executive Committee.
- Approve corporate sponsors for team jerseys and ensure proper recognition.

Equipment Coordinator

- Maintain an inventory of all jerseys and equipment.
- Distribute and collect jerseys and equipment at the start and end of the season.
- Arrange for repair and recommend purchases of jerseys and equipment.
- Ensure proper insurance coverage for jerseys and equipment.
- Assist Vice President Finance in budget preparation for equipment replacement.

Certification Coordinator

- Administer and track coaching certification requirements.
- Communicate certification opportunities and advise on compliance.
- Recommend appropriate training courses for coaches and first aid training.

Referee-In-Chief

- Report to the Vice President Operations.
- Recruit and train qualified officials.
- Coordinate the scheduling of Officials.
- Recommend an Officials' fee schedule for the annual budget.
- Maintain a work log and provide yearly written evaluations for Officials.
- Cannot be a Head Coach, Assistant Coach, or Trainer in the Association.

Contracts and Risk Management Coordinator

- Manage relationships with suppliers, vendors, and contracts.
- Ensure the Association is properly insured.
- Provide risk mitigation advice to the Executive.
- Position holder should have a legal background and has authority to bind the Association.

Divisional Coordinators

There shall be Divisional Coordinators selected by the Executive from interested members whose names shall be submitted through an open recruitment process.

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

- Support communications between the Executive, Coaching/Bench staff and parents.
- Report to the Vice President Recreation, VP Competitive and Vice President IP/Novice respectively and shall assist in the evaluation or placement processes at the appropriate level.

Divisional Directors shall be selected for the following divisions:

- Initiation
- Novice
- Atom Recreation
- Pee wee Recreation
- Bantam Recreation
- Midget Recreation

MMHL Delegate

The duties of the MMHL Delegate include but are not limited to:

- 1) Liaison with the MMHL and ensure the Association acts in compliance with the rules, regulations and policies of those bodies.

CMHF Delegate

The duties of the CMHF Delegate include but are not limited to:

- 1) Liaison with the CMHF and ensure the Association acts in compliance with the rules, regulations and policies of those bodies.

Association Administrator (if any)

The duties of the Association Administrator include but are not limited to:

- Organize, supervise and control all registration procedures and will supply each of the Division Vice Presidents and designated members of the Executive with master registration lists as soon as reasonably possible.
- Maintain a record and work closely with the Vice President Finance to ensure all funds are collected and accounted for.
- In conjunction with the President and Vice President Finance, establish 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 Article XI.
- Secure the rental of ice facilities for the Association. In performing this duty, the Ice Coordinator will follow the principles and policies established in Article XIII.
- Liaise with the Vice President Finance in the preparation of the recommended budget. Special attention must be paid to potential inflation of ice rental costs for the upcoming season.
- Act as the liaison with the CMHF and ensure the Association acts in compliance with the rules, regulations and policies of those bodies.
- Report to the Vice President Operations.