



BOW RIVER BRUINS HOCKEY ASSOCIATION **BOARD OF DIRECTORS – JOB DESCRIPTIONS**

Overview

The Board of Directors of BRBHA consists of 6 Executive Officers and up to 7 Community Officers. The Executive Officers include the President, the Past President, the 1st Vice President, the 2nd Vice President, the Treasurer and the Secretary. The Community Officers represent all of the member communities of BRBHA.

The Board is comprised of volunteers. The full Board usually meets once a month, or as often as is required to fulfil the fiduciary and management responsibilities of BRBHA. The Executive Officers meet at least once a month and otherwise on an as-needed basis. All Board members are elected for 2 year terms. In order to maintain continuity on the Board, the Executive Officers whenever possible are elected in alternate years with the President, 1st Vice President and Secretary elected in one year, and the 2nd Vice President and Treasurer elected the following year. Community Officers whenever possible are also elected in alternate years with four positions elected in one year and the remaining three elected in the following year.

The following are job description for each of the Board positions:

President

Positions reporting to President:

- BRBHA Administrator
- all other Executive Officers
- all Community Officers
- Chair, Evaluation Committee
- Legal Advisor

General Description of Role and Responsibility:

- primary spokesperson for BRBHA in the community, to the media and to other associations, companies and organizations
- interpretation of by-laws, principles, policies and purposes
- coordinate and liaise with the Board, other Key Coordinators and Committees
- ex-officio member of all committees
- responsible for orientation, education and assignment of responsibilities of

- Board members, Key Coordinators and Committee members
- ensure legal compliance with BRBHA bylaws and governing legislation
- oversees day-to-day operations of BRBHA
- represents BRBHA at all meetings of Hockey Calgary as may be required from time to time
- represents BRBHA with respect to funding and planning with the Bowness Community Association
- participates in all disciplinary hearings; acts as main interface with Hockey Calgary and Hockey Calgary's Discipline Committee
- responds to and assigns resources to emergency situations when required
- executes all travel permits for out of town games or tournaments
- regular attendance at all Board meetings and meetings of Executive Officers
- primary liaison with any 3rd party suppliers to BRBHA
- other duties as required from time to time

1st Vice President

Position reports to: President

Positions reporting to 1st Vice President:

- Chair, Coach Selection Committee

General Description of Role and Responsibility:

- together with the 2nd Vice President, fulfils the duties of the President in the absence of the President
- leads the design and execution of player and coach development
- ensures all coaches have the proper qualifications in compliance with Hockey Calgary regulations
- ensures that all coaches, assistant coaches and on-ice helpers have completed police screening and Respect in Sport training prior to the commencement of the season
- regular attendance at all Board meetings and meetings of Executive Officers
- member of BRBHA Discipline Committee
- member of BRBHA Coach Selection Committee
- such other duties as directed by the President

2nd Vice President

Position reports to: President

Positions reporting to 2nd Vice President:

- Age Group Coordinators

General Description of Role and Responsibility:

- together with the 1st Vice President, fulfils the duties of the President in the absence of the President
- recruitment and management of Age Group Coordinators for each playing division
- liaise with Evaluation Coordinator to ensure roles and responsibilities are covered and enacted
- communicate with Age Group Coordinators, evaluators, parents and players as to the goals and philosophies of the evaluation process
- oversee communication of registration information to Age Group Coordinators and Evaluation Committee
- arrange inter-community exhibition games for evaluation “coach pick” games
- direct Age Group Coordinators to inform players and parents on relevant and on-going season information
- assist Age Group Coordinators with the seeding round placements and regular season movement of teams
- oversee complaint and dispute resolution ensuring association policies are followed
- organize and chair manager meetings for each playing division
- regular attendance at all Board meetings and meetings of Executive Officers
- such other duties as assigned by the President

Treasurer

Position reports to: President

Positions reporting to Treasurer:

- BRBHA Administrator (bookkeeping function)

General Description of Role and Responsibility:

- work in conjunction with Administrator to ensure financial affairs of BRBHA are kept in order
- assist with financial transactions, monthly accounting reports, budget preparation and preparation for annual audit
- develop and maintain reporting systems and financial controls for committees, groups or individuals for all revenues and expenditures of BRBHA

- prepare and maintain accurate books and records for BRBHA
- report on a monthly basis to the Board on the financial condition, receipts and expenditures of BRBHA
- prepare and present financial statements for BRBHA
- assist in recommending qualified members of the Association to perform the annual financial audit
- assist with and ensure timely completion of the audit
- ensure that prudent and responsible cash management procedures are implemented
- regular attendance at all Board meetings and meetings of Executive Officers
- define and monitor budgeting and reporting processes for all teams
- such other duties as assigned by the President

Secretary

Position reports to: President

Positions reporting to Secretary:

- Communications Coordinator
- Website Administrator

General Description of Role and Responsibility:

- attend all board meetings and record and distribute minutes of all such meetings
- shall assist President in reviewing and approving all correspondence on behalf of the Board
- care and control of the record book and seal of BRBHA
- responsible for preparing and submitting annual returns in accordance with governing legislation
- issue notices of all meetings of directors and members of BRBHA
- regular attendance at all Board meetings and meetings of Executive Officers
- may, at the request of the President, be responsible for the governance portfolio
- such other duties as assigned by the President

Past President

Position reports to: President

General Description of Role and Responsibility:

- role is one of consultation and advisor to the President and the remaining Board to ensure continuity
- supports President on an as-needed basis
- member of the Executive Committee
- provides important input to the Board direction based on in-depth association knowledge
- provides advice to the Board regarding past practices and other matters to assist the Board in governing BRBHA

Community Officer(s)

Position reports to: President

Positions reporting to Community Officers:

- key coordinators and committees as designated by the President

General Description of Role and Responsibility:

- act as liaison between the Board and members and players of BRBHA
- will be assigned one or more portfolio by President (examples of these portfolios may include: registration; player and volunteer safety; bingo; fundraising; governance; communications; evaluations; appeals; discipline; player, coach and referee development; referees; equipment; Bearwear; tournaments; social events; team photos; etc) and Community Officer will be responsible for overseeing the assigned portfolio(s), meeting with relevant coordinators and committees and reporting to the Board on his/her portfolio responsibility
- regular attendance at all Board meetings
- such other duties as assigned by President