

GENERAL DUTIES OF ALL DIRECTORS

All Directors will be expected to perform the following duties in addition to the specific duties identified for each position.

- inform any player, coach, manager, or any other person associated with BGHC activities of any observed infraction of any Hockey Canada, OWHA, BGHC, or affiliated league rule, ensuring first that a second Board member is made aware and concurs – two deep rule in all dealings
- keep the President informed of all developments and situations within the organization; and,
- any other duties as assigned by the President and/or Board of Directors.

PRESIDENT ROLE (2-year term)

The President shall have the general duties set out in Constitution By-Law#2, Schedule A. In addition, the President shall be generally responsible for the overall operation of the BGHC and Board of Directors within all application By-Laws and Operating Policies and shall oversee all Board members in the carrying out of their duties.

VP BUSINESS OPERATIONS ROLE (this role is being vacated – term is 1-year remaining)

The Vice President Business Operations shall have the following responsibilities and duties:

1. report to the President in all matters brought to his/her attention and consult with same prior to handling/managing any issues – a two-deep approach to all issues is mandatory
2. assist the President and assume the duties of President in his/her absence;
3. be familiar with the responsibilities of, supervise and direct the following Directors in all of his/her responsibilities, ensuring deadlines are met and key deliverables are being addressed in a timely manner;
 - i) Director of Fundraising
 - ii) Director of Promotion and Communications
 - iii) Director of Equipment and Player Safety
 - iv) Treasurer
 - v) Secretary
4. Be familiar with the responsibilities of, supervise and direct the following non-board positions in his and her responsibilities, ensuring deadlines are met and key deliverables are being addressed in a timely manner;
 - i) Registrar
 - ii) Webmaster
5. keep the President informed, on request, of the status of any deliverables
6. any other duties as assigned by the President and/or the Board of Directors and/or as described in BGHC policy and/or the BGHC Constitution

VP HOCKEY OPERATIONS ROLE (2-year term)

The Vice President Hockey Operations shall have the following responsibilities and duties:

1. report to the President in all matters brought to his/her attention and consult with same prior to handling/managing any issues – a two-deep approach to all issues is mandatory
2. assist the President and assume the duties of President in his/her absence if the VP Business Operations is unable to do so;
3. be familiar with the responsibilities of, supervise and direct the following Directors in his/her responsibilities, ensuring deadlines are met and key deliverables are being addressed in a timely manner;
 - a. Directors of House League
 - b. Director of Competitive Teams
4. Be familiar with the responsibilities of, supervise and direct the following non-board positions in his and her responsibilities, ensuring deadlines are met and key deliverables are being addressed in a timely manner;
 - a. Referee-in-Chief
5. keep the President informed, on request, of the status of any deliverables
6. any other duties as assigned by the President and/or the Board of Directors and/or as described in BGHC policy and/or the BGHC Constitution

DIRECTOR OF HOUSE LEAGUE ROLE – 2 Positions

1 Director 1-year term

1 Director 2-year term

A second Director of House League role has been added this year in recognition of the demands of this role.

Directors of House League shall have the following areas of responsibility:

1. direct all operations for house league teams
2. ensure that all house league team managers are aware of OWHA and BGHC policy for necessary documentation for team staff, including
 - a. Coaching certificates,
 - b. Trainers' certificates,
 - c. Speak Out/Respect-In-Sport certificates, and
 - d. Police Checks;
3. act as the primary Board of Directors contact for house league teams;
4. assist the Director of Player and Coaching Development in the selection of coaches and the assignment/ reassignment of players to house league teams; and,
5. co-ordinate the activities of coaches, managers, players and convenors for house league teams.
6. communicate with coaches, parents and players with regard to BGHC policies and procedures.

**DIRECTOR OF FUNDRAISING ROLE
(2-year term)**

The Director of Fundraising shall have the following areas of responsibility:

1. report to the VP Business Operations in all matters brought to his/her attention and consult with same prior to handling/managing any issues – a two-deep approach to all issues is mandatory
2. be familiar with the BGHC Sponsorship Policy and recommend any changes required from time to time
3. be ultimately responsible for co-ordinating and obtaining House League sponsorships on a season-to-season basis with a goal obtaining a minimum of \$6,000 of house league sponsorship annually, whether handled directly or through a Sponsorship Manager
4. Ensure that all sponsors for both competitive and house league teams are appropriately recognized on the BGHC website/jerseys etc as set out in the BGHC Sponsorship policy
 - a. Includes organizing sponsor bars to be applied to house league jerseys
5. organize the recognition of team sponsors in consultation with the Director of Communications and Promotion;
6. chair any committee convened to address other fund raising issues as directed by the Board
7. organize participants for fundraising activities;
8. represent BGHC at meetings and/or events organized to generate revenue for BGHC;
9. keep the Board of Directors informed of any sponsorship issues or conflicts
10. any other duties as assigned by the President and/or the Board of Directors and/or as described in BGHC policy and/or the BGHC Constitution

**DIRECTOR OF PROMOTION AND COMMUNICATIONS ROLE
(2-year term)**

The Director of Promotion and Communications shall have the following areas of responsibility:

1. Co-ordinate public relations and communications with the President and Vice-President Business;
2. Co-ordinate membership relations and communications with the President and Vice-President Business;
3. Co-ordinate the member and public relations content for the BGHC website (working with the BGHC webmaster);
4. Recommend social media most appropriate to utilize for member communications and co-ordinate same;
5. Prepare flyers, prepare newspaper advertisements and/or other appropriate media advertisements to publicize program registration on a timely basis;
6. Co-ordinate content for and prepare BGHC newsletters (to be issued 2 – 3 times annually);
7. Assist in the planning and/or promotion of special activities sponsored by the BGHC (eg. the Gift of Giving Back Food Drive)
8. any other duties as assigned by the President and/or the Board of Directors and/or as described in BGHC policy and/or the BGHC Constitution

**DIRECTOR OF EQUIPMENT AND PLAYER SAFETY
(2-year term)**

This is a NEW role and the general duties and responsibilities will evolve, but will include:

The Equipment Manager shall have the following areas of responsibility:

1. Co-ordinate communication of BGHC Concussion protocol to all members and ensure compliance with pre-season education in this regard. Be the main resource for questions and collection of concussion documentation from all teams.
2. Be a general resource for trainers in terms of overall player safety and adherence to the Safety Requires Teamwork trainer program.
3. Maintain and update a BGHC Equipment policy.
4. Co-ordinate with appointed supplier and Rep Team managers for ordering of all Rep jerseys and socks and on-ice equipment.
5. Co-ordinate purchase of Rep staff jackets and team water bottles.
6. Appoint a House League Equipment Manager to work to fill house league equipment needs including player jerseys and socks, coach supplies, coach Bauer jackets, house league goal equipment inventory, distribution and collection.
7. Maintain one key to the BGHC storage locker at Appleby and ensure a second key is at the BGHC office.
8. Co-ordinate the taking and distribution of team pictures, including ensuring the ordering of all Rep and House League sponsor plaques.
9. Purchase medals for the BGHC annual tournament and House League Championship Day.