

## 11.6 Responsibilities of Directors

### a) President;

The President shall:

- represent the Association in the Community;
- act as Chair of the Board, the Executive Committee, and at all Meetings of the Membership;
- exercise general supervision of the Association in accordance with Policies determined by the Board;
- be a non-voting Member of all committees and sub-committees of the Association;
- delegate tasks as necessary.

### b) Vice President;

The Vice President shall:

- assume the duties of the President in the absence for any reason of the President;
- monitor adherence by the Board to all existing Policies and inform the Board with respect to an inconsistencies between existing Policies and an proposed policy;
- be available to assist any Director requiring assistance in the completion of his or her functions; and
- carry out duties as assigned by the Board, the Executive Committee or the President.

### c) Treasurer;

The Treasurer shall:

- ensure adherence to and implementation of financial Policies in the financial administration of the Association;
- present a financial report from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting;
- evaluate, review and recommend financial policy to the Executive Committee and to the Board;
- chair the Budget Committee;
- ensure that all necessary and appropriate insurance has been purchased;
- carry out duties assigned by the Board, the Executive Committee or the President.

### d) Secretary;

The secretary shall:

- record or delegate the recording of the minutes of General Meetings of the Membership, Board Meetings and Executive Committee Meetings and ensure that Association records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent and By-laws and the Policies and procedures established by the Board or by the Membership;
- ensure the proper custody of the Association's corporate seal, corporate minutes and resolutions and other corporate records and documents;
- be responsible for receiving and distributing all correspondence received or sent by the Association and all communications within the Association;

- recommend policy to the Board regarding internal and external communications of the Association;
- maintain the membership list referred to in Section 6.2;
- maintains the Georgian Shores Google platform and assigns the emails to the appropriate directors;
- carry out duties as assigned by the Board, the Executive Committee or the President.

e) Representative Hockey Director;

The Representative Hockey Director shall:

- prepare and report to the Board Representative hockey league operations;
- appoint the members of the representative hockey operations committees;
- be the primary contact for the OMHA;
- attend all scheduled league meetings as required;
- participate in the Coach Selection Committee;
- liaison with all representative coaching staff members
- ensure that all rosters are complete and have been reviewed by Head Coaches
- carry out duties as assigned by the Board, Executive Committee, or the President.

f) Local League Hockey Director;

The Local League Hockey Director shall:

- prepare and report to the Board local league operations;
- appoint the members of the local league hockey operations committees;
- liaison with all local league coaching staff members
- ensure that all rosters are complete and have been reviewed by Head Coaches
- attend all scheduled league meetings as required;
- participate in the Coach Selection Committee;
- carry out other duties as assigned by the Board, Executive Committee, or the President.

g) Registrar;

The Registrar shall:

- conduct registration for all players;
- maintain a register regarding all registration fees and forward all monies promptly to the Treasurer for deposit to the credit of the Association;
- maintain a current registration list of all players including mailing addresses, email addresses, telephone numbers and Parent/Guardian names;
- ensure that players are added to the appropriate rosters in a timely fashion;
- recommend policy to the Board regarding registration;
- chair the Registration Committee; and
- carry out other duties as assigned by the Board, Executive Committee, or the President.

h) Director of U9 and Below Programming;

The Director of U9 and Below Programming shall:

- liaison with coaches to ensure proper knowledge of programming as set out by the OMHA and the Association
- liaison with parents to ensure proper understanding of the U9 and Below Programming
- assist the Tournament Director with the U9 and Below Tournaments and Jamborees
- participate in the Coach Selection Committee
- assist team management with season scheduling
- carry out other duties as assigned by the Board, Executive Committee, or the President.

i) Director at Large;

The Director at Large shall:

- act as Chair of the Coach Selection Committee
- carry out other duties as assigned by the Board, Executive Committee, or the President.

j) Director at Large;

The Director at Large shall:

- attend all Tournament committee meetings
- carry out other duties as assigned by the Board, Executive Committee, or the President.

k) Tournament Director;

The Tournament Director shall;

- schedule all Association Tournaments & Jamborees
- maintain the Tournament Portal on the Association website
- chair the Tournament committee
- prepare and report Tournament summaries and financials to the Board and to the Members at the General Meeting
- carry out other duties as assigned by the Board, Executive Committee, or the President.