

2025-26 Open Board Positions – Roles/Responsibilities

Position	Role/Responsibilities
President	<ul style="list-style-type: none">• Acting chair of the board and at all meetings of the membership• Ensure the league is acting in accordance with all policies• Serve as chair of the Disciplinary Committee• Serve as chair of the Grievance Committee• Call and chair any executive meetings as needed• Identify and formulate policies that can improve the caliber of hockey of the AMHL, along with the executive committee• Co-sign all associations cheques• Delegate tasks as required
Secretary	<ul style="list-style-type: none">• Prepare meeting agendas• Set up board meeting schedules• Record board meeting minutes and ensure they are posted to the league website• Ensure all required insurance has been purchased• Ensure that league records are regularly/properly kept, and all business is conducted in accordance with any applicable statute or law, following all policies and procedures
Director of Senior House League	<ul style="list-style-type: none">• Be responsible to the Executive for the operations of the U15, U18 and U21 divisions of the House League

	<ul style="list-style-type: none"> • Recommend, in conjunction with the President, Director of Coach and Player Development, all coaches necessary to operate the teams in their various divisions • Work with the person responsible for Ice Scheduling to coordinate schedules and practices within their divisions of the House League • Coordinate schedules presented by Divisional Convenors for their divisions in the House League • Be a Member of the Disciplinary Committee set up to discipline any manager, coach or player guilty of violating the aims, objectives or rules of the Senior House League • Attend Interlock meetings and report back to the Board
Director of Initiation Program	<ul style="list-style-type: none"> • Be responsible to the Board for the operations and conduct of the CHIP, U6/7 and U8 Programs and the Development Program • Appoints all volunteers and coaches required to run the Initiation Program • Responsible for the running, organization and implementation of the IP program • Appoints Head Instructor of IP Program • Works with person responsible for Ice Scheduling to coordinate ice time • Works with Coaches to implement practices and games

	<ul style="list-style-type: none"> • Liaises with OMHA as necessary on IP matters • Be a member of the Disciplinary Committee set up to discipline any manager coach, volunteer or player guilty of violating the aims, objectives of the Initiation Program
Director of Sponsorship	<ul style="list-style-type: none"> • Be responsible for maintaining sponsors in the League and soliciting new sponsors • Provide a list of sponsors quarterly to the Board • Provide a list of sponsors to be added to the League website • Be responsible for the collection of sponsorship moneys • With the Director of equipment to allocate sponsorships to House League Teams • Work with Director of Coach and Player Development and Select Convener to review Select team budgets to make sure the teams are complying with sponsorship policies
Director of Special Events & Publicity	<ul style="list-style-type: none"> • Work with the Director of Sponsorship for fundraising ideas and initiatives • Be responsible for special League events such as Picture Day, and end of season festivities • Be responsible for maintaining and updating the League's trophies and trophy cases • Be responsible for coordinating and providing all Special Awards for end of season festivities

	<ul style="list-style-type: none">• Perform other duties as assigned by the Board• Develop a positive relationship with representatives of the local media including press, radio and television
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