

AMHL Board Position Openings 2024-2025

Board Position	Role Description - Responsibilities include but are not limited to:
Vice President	<ul style="list-style-type: none"> • Assume the duties of the president in the absence of the president for any reason • Monitor adherence to all policies • Be the primary contact with the Ontario Minor Hockey Association, managing all correspondence • Assist any league director requiring assistance in the completion of his/her functions • Be a member of the ice allocation committee
Director of Sponsorship	<ul style="list-style-type: none"> • Maintaining sponsors in the league and soliciting new sponsors • Collecting of sponsorship moneys • Work with director of equipment to allocate sponsorship to house league teams • Work with Director of Player/Coach Development and Select Convenor to review team budgets
Director of Coach and Player Development	<ul style="list-style-type: none"> • Arranging coaching clinics, hockey schools, trainer clinics and any program for player/coach improvements • Making all coach selection recommendations to the board • Develop, manage and implement a process for the select tryouts • Coordinating and maintaining player evaluations • Work with the house league directors to ensure continuous development of players and coaches
Director of Junior House League	<ul style="list-style-type: none"> • Be responsible to the executive for the operations of the U9, U11, and U13 divisions of the house league

	<ul style="list-style-type: none"> • Work with ice scheduler to coordinate schedules and practices within the junior division of house league • Be a member of the disciplinary committee
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 house league • Recommend all coaches necessary to operate the senior house league teams • Work with the ice scheduler to coordinate schedules and practices within the senior division of house league • Be a member of the disciplinary committee
Equipment Manager	<ul style="list-style-type: none"> • Obtain prices and (subject to approval by the board), purchase all necessary equipment and jerseys for the operation of the league • Assist coaches and managers in the distribution of equipment to players • Arrange pick up, storage and insurance of all equipment purchased by the league • Keep record of all equipment assigned to coaches/players
Head Trainer	<ul style="list-style-type: none"> • Uphold and promote the goals and purposes of the Hockey Safety Program and the policies and procedures of Hockey Canada, the Ontario Hockey Federation, the Hockey Development Centre of Ontario and the Ontario Minor Hockey Association • Provide the board with strategies to eliminate, minimize or mitigate risks that may be faced by the league and its members • Ensure proper distribution/disposition of reporting

	forms relating to on and off ice incidences resulting in injury to a player, volunteer, team official, on ice official or other participants
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
Special Events Director	<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
Treasurer	<ul style="list-style-type: none"> • Ensure adherence to and implementation of financial policies in the financial administration of the league • Ensure the submission of the books of account to the auditor of the league at the end of the financial year • Present report of the auditor at the Annual General Meeting • Evaluate, review, and recommend financial policy to the Executive Committee and to the board • Chair the budget committee • Pay all verified invoices