

Board Members Needed!

Responsibilities of Directors

Vice President

- i) assume the duties of the President in the absence for any reason of the President;
- ii) monitor adherence by the Board to all existing Policies and inform the Board with respect to any inconsistencies between existing Policies and a proposed policy;
- iii) be the primary contact with the OMHA, managing all correspondence and communication with the OMHA;
- iv) be responsible to ensure the League and the players are registered and insured through the OMHA;
- v) be available to assist any Director requiring assistance in the completion of his or her functions;

Secretary

- i) Record or delegate the recording of the minutes of General Meetings of the Membership, Board Meetings and Executive Committee Meetings and ensure that League 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;
- ii) ensure the proper custody of the League's corporate seal, corporate minutes and resolutions and other corporate records and documents;
- iii) be responsible for receiving and distributing all correspondence received or sent by the League and all communications within the League;
- iv) recommend policy to the Board regarding internal and external communications of the League;
- v) ensure that all necessary and appropriate insurance has been purchased;
- vi) carry out duties as assigned by the Board, the Executive Committee or the President;
- vii) be responsible for the preparation, distributing and posting of League newsletters on a regular basis, including notification of the Annual General Meeting;
- viii) be a Member of the Executive Committee

ix) be responsible for the renewal of Director's Insurance each May

Director of Senior House League

i) be responsible to the Executive for the operations of the Bantam, Minor Midget and Midget/Juvenile divisions of the House League;

ii) recommend appointments of the League Divisional Convenors in their divisions;

iii) recommend, in conjunction with the President, Director of Coach and Player Development, all coaches necessary to operate the teams in their various divisions;

iv) work with the person responsible for Ice Scheduling to coordinate schedules and practices within their divisions of the House League;

v) in cooperation with the Referee in Chief, ensure an high caliber of officiating competence in handling all House League regular and playoff games within their divisions;

vi) coordinate schedules presented by Divisional Convenors for their divisions in the House League;

vii) attend the course offered by Hamilton-Wentworth Police Services to monitor police checks for coaches

viii) ensure that all required police checks (Consent to Disclosure Forms) are submitted;

ix) perform other duties assigned by the Board;

x) 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.

xi) Work with the Director of Special Events to coordinate events

xii) Attend Interlock meetings and report back to the Board

Director of Sponsorship

i) be responsible for maintaining sponsors in the League and soliciting new sponsors;

ii) provide a list of sponsors quarterly to the Board; provide a list of sponsors to be added to the AMHL website

iii) be responsible for the collection of sponsorship moneys;

iv) work with the Director of equipment to allocate sponsorships to allocate

sponsorships to House League Teams.

vi) work with Director of Coach and Player Development and Director of Rep Hockey to review Rep and Select team budgets to make sure the teams are complying with sponsorship policies.

vii) perform other duties as assigned by the Board.

Director of Special Events

i) be responsible for fundraising and other special League events such as Picture Day, Bull Dog Day, Awards Day and the sale of League jackets, hats, pins and other promotional items;

ii) be responsible for maintaining and updating the League's trophies and trophy cases

iii) be responsible for coordinating and providing all Special Awards for Ancaster Minor Hockey Awards Day;

iv) perform other duties as assigned by the Board.

v) develop a positive relationship with representatives of the local media including press, radio and television;

vi) perform other duties as assigned by the Board.