

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 available to assist any Director requiring assistance in the completion of his or her functions;
- iv) be the primary contact for the OMHA.;
- v) ensure that each convenor receives a copy of the Referees rulebook and OMHA Manual of Operations. vi) carry out duties as assigned by the Board, the Executive Committee or the President;

Treasurer:

- i) ensure adherence to and implementation of financial Policies in the financial administration of the Association;
- ii) ensure the submission of the books of account to the Accountant of the Association at the end of the financial year;
- iii) present a Report of the Accountant from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting;
- iii) evaluate, review and recommend financial policy to the Executive Committee and to the Board;
- v) shall issue a receipt in duplicate for all moneys received by the Association, and shall retain a copy for the files
- vi) shall pay all accounts by cheque after approval by the Board of Directors and or Executive Committee and co-signed by those so authorized by the Association;
- vii) carry out duties assigned by the Board, the Executive Committee or the President.

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 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;
- ii) ensure the proper custody of the Association's corporate seal, corporate minutes and resolutions and other corporate records and documents;

- iii) be responsible for receiving and distributing to the Executive Committee all correspondence received or sent by the Association;
- iv) recommend policy to the Board regarding internal and external communications of the Association;
- 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.

Representative Hockey Convenor:

- i) operate the Representative Hockey Program pursuant to the policies of the Association;
- ii) establish and monitor policies relating to Representative Hockey Program provided that such policies shall be and remain consistent with other policies of the Association;
- iii) recruit and train volunteers to perform the functions required to operate the Representative Hockey Program;
- iv) represent and promote the interests of the Association in relation to any minor hockey associations or leagues;
- v) establish and maintain on-ice and off-ice skill and development programs in conjunction with Association and OMHA policy;
- vi) establish and maintain an evaluation program for all coaches, trainers and managers in conjunction with the Directors of the Association;
- vii) establish and maintain procedures with respect to clearance of all volunteers required to complete a police records check;
- (viii) present a report regarding the Representative Hockey Program to the Board of Directors upon request;
- (ix) comply with Association policy as stated in the Coaching Selection Application
- x) ensure that all players are registered with the OMHA;

Sponsorship Director

- (i) recruit and train volunteers to perform the functions required to operate the Sponsorship Committee; (ii) solicit and maintain sponsors for all Association teams;
- (iii) act as a liaison/contact for all Association sponsorships;
- (iv) solicit new donors for Association sponsorships;
- (v) recommend new sources of revenue for the Association;
- (vi) promote and publicize the interests of the Associations;
- (vii) perform his/her duties within policies set by the Associations

Purchasing and Equipment Director:

- (a) The Purchasing and Equipment Committee shall be chaired by a Director recommended by the Executive Committee and confirmed by the Board.
- (b) The Purchasing and Equipment Committee shall:
 - (i) recruit and train volunteers to perform the functions required to operate the Purchasing and Equipment Committee;
 - (ii) maintain an inventory of all equipment owned by the Association;
 - (iii) collect rental fees and security deposits for all equipment that may be leased;
 - (iv) maintain and repair all equipment owned by the Association;
 - (v) solicit bids and purchase hockey equipment as required, upon approval of the Board of Directors;
 - (vi) solicit bids and arrange the purchase of awards day presentations;
 - (vii) present a report regarding the purchasing and equipment to the Board
 - (viii) recommend policy to the Board of Directors regarding purchasing and equipment; and

(ix) perform his/her duties within policies set by the Associations 12.7 Registration Committee

Registrar

(i) recruit and train volunteers to perform the functions required for registration;

(ii) establish registration forms and procedures;

(iii) conduct registration for all applicants eligible to participate in Association Ice Hockey Programs;

(iv) maintain a register of receipts regarding all registration fees received by the Association and to forward all monies promptly to the Treasurer for deposit to the Association financial institution;

(v) maintain a current registration list of all players including mailing address, telephone numbers and Parent/Guardian name(s)' as well as maintain membership list in 6.2;

(vi) supply to the Directors of Representative Hockey and Local League Hockey Operations current registration information in a timely fashion;

(vii) ensure that all players are registered with the OMHA;

(viii) communicate any changes in registration immediately to such other directors or other individuals who are affected by such change;

(ix) present a report regarding Registration Operations to the Board of Directors; and

(x) recommend policy to the Board of Directors regarding registration.

U8 Convenor

(i) operate the IP/Tyke/Novice Hockey Program pursuant to the policies of the Association;

(ii) establish and monitor policies relating to IP/Tyke/Novice Hockey Program provided that such policies shall be and remain consistent with other policies of the Association;

(iii) recruit and train volunteers to perform the functions required to operate the IP/Tyke/Novice Hockey Program;

(iv) represent and promote the interests of the Association in relation to any IP/Tyke/Novice minor hockey associations or leagues:

(v) establish and maintain on-ice and off-ice IP/Tyke/Novice skill and development programs in conjunction with Association and OMHA policy;

(vi) establish and maintain an evaluation program for all IP/Tyke/Novice coaches, trainers and managers in conjunction with the Directors of the Association;

(vii) establish and maintain procedures with respect to clearance of all volunteers required to complete a police records check;

(viii) present a report regarding the IP/Tyke/Novice Hockey Program to the Board of Directors upon request.

(ix) comply with Association policy as stated in the Coaching Selection Application;

(x) ensure that all players are registered with the OMHA;

Player Development

(i) Prior to the start of each season shall be responsible for recruiting qualified instructors for OMHL power-skating and goalie training programs related to on-ice clinics. Prior to the programs starting present the successful candidates to the OMHL Board for approval. Co-ordinate scheduling, equipment and any other assistance required by the instructors for these programs.

(ii) Responsible for collaborating with coaches to identify player/team developmental needs and coordinating with scheduler to provide clinics throughout season to support such needs.

- (iii) Organize a committee for coach selections for the OMHL and be a contributing member to the selection process.
- (iv) Communicate and collaborate with coaches and convenors on roster approval of teams
- (v) Shall, at the start of each season, conduct an analysis of OMHL, and identify any practice/drill manuals, videos, etc. that may be available to assist coaches, both local league and rep. teams, in furthering the development of our players. Hold meetings, seminars, etc. to pass this information on to our coaching staff.