

Position

House League Director/Convener



Responsibilities taken from the BGHA By-laws

Major Role

As a member of the association's board, the House League Director is a representative of the general hockey public, working in the best interest of the entire youth organization. You will attend board scheduled meetings to provide status, input and direction related to the areas of responsibility defined within this description.

Responsibilities

- Oversee House League operations
- Appoint all house league hockey convenors
- Ensure all house league coaches, trainers and coaching staff have completed police checks, Speak Out and applicable & required training courses
- Facilitate an instructional meeting with all house league convenors, coaches, trainers and team staff prior to season starting to clarify rules, roles and responsibilities.
- In conjunction with the appropriate house league convener, develop house league playoff rules and post prior to December 31st on the Association website and the Gretzky bulletin board.
- Shall Chair of the Coaches Selection Committee
- Assist appointed House League Convenors with coach recruitment, team selection, scheduling and other matters as requested.
- Solicit and receive nominations for yearly house league related awards.
- Carry out other duties as assigned by the Board, Executive Committee, or the President.

Key Competencies

- Ability to negotiate and resolve conflict, provide constructive feedback
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self-motivated and takes initiative
- Hockey and/or business knowledge is a plus
- Base computer skills including email and word processing is required

Role Requirements

- Attend monthly Board meetings
- Arrange pre-season meeting with House League Coaches, Trainers & Coaching Staff.
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence

Eligibility

- shall be eighteen (18) or more years of age;
- shall not be an undischarged bankrupt or of unsound mind;
- shall be a Member of the Association at the time of his or her election or appointment;

By-laws ratified 2017

Board/Executive Position – House League Director/Convener

- shall remain a Member of the Association throughout his or her term of office.
- any executive member who has a personal stake, be it as a member of coaching staff or as a parent, in a team(s), they must declare a conflict of interest and excuse themselves from any discussion or votes involving that team(s). This includes but is not limited to coaching selection, disciplinary action or executive related to that team(s).

Time Commitments	<ul style="list-style-type: none"> ▪ Monthly Board Meetings – max – 2.5 hours ▪ Time ebbs & flows dependent on the time of the hockey season – approximate average is 4.5 hours per month
Term	2 years
Application	<p>Posted on-line on odd years</p> <p>Nomination submitted by 2 members in good standing with AGM election</p>