

Board/Executive Position – Representative Director/Convener**Position****Representative Director/Convener**

Responsibilities taken from the BGHA By-laws

Major Role

As a member of the association's board, the 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

- Be responsible for the Representative teams
- Attend all OWSHA and league meetings
- Be the primary contact and liaison for the OWSHA and any leagues in which teams are playing
- Provide all paper documents pertaining to Rep. Play
- Is to be notified of all events from each Rep team regarding play, exhibition games and tournaments and make all arrangements for Rep team tryouts.
- Shall Chair of the Coaches Selection Committee
- Along with the President, he or she shall have signing authority for player movement forms (Permission to Skate and Player Release)
- Appoint the members of the representative hockey operations committees;
- 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 instructional meeting with Representative Coaches.
- 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;
- 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

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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	Posted on-line on odd years Nomination submitted by 2 members in good standing with AGM election