



# **BVHS Board of Directors**

## **Job Descriptions**

**2025-2026 Season**

# Contents

<b>Background.....</b>	<b>3</b>
<b>BVHS Mission:.....</b>	<b>3</b>
<b>Strategic Objectives.....</b>	<b>3</b>
<b>President.....</b>	<b>4</b>
<b>Past President.....</b>	<b>5</b>
<b>Vice President On-Ice .....</b>	<b>6</b>
<b>Vice President Off-Ice.....</b>	<b>7</b>
<b>Treasurer.....</b>	<b>9</b>
<b>Age Group Director .....</b>	<b>10</b>
<b>Director of Goaltending .....</b>	<b>12</b>
<b>Director of Volunteers.....</b>	<b>13</b>
<b>Director of Officials .....</b>	<b>15</b>
<b>Director at Large.....</b>	<b>17</b>
<b>Director of Discipline.....</b>	<b>18</b>

## Background

BVHS was established in 1987 and today consists of over 1000 members, playing on approximately 60 teams in U7 to U18. Communities that make-up BVHS are Auburn Bay, Cranston, Mahogany, McKenzie Lake, Rangeview, Rancher's Rise and Seton.

## BVHS Mission:

BVHS is committed to providing players with an opportunity to grow as individuals and gain self-esteem through a positive hockey experience that emphasizes fun, participation, development, safety, and respect.

BVHS will strive to accomplish these goals in a consistent, transparent, and collaborative environment that encourages the participation of players, coaches, and parents.

## Strategic Objectives

Be leaders in our community - by showing our players why giving back matters.

Continued personal development - supporting our players, coaches, and managers to grow personally through experiences on and off the ice.

Best in class programs – offer the right programs to prepare our players to achieve their goals both on and off the ice.

Maximize player engagement – promote an environment where everyone is fully engaged in the success of the Society.

## President

The president is tasked with providing strong leadership for the Society by working with the board and office staff to establish short and long-term goals, plans and strategies. The President is responsible for presiding over the entire Society and they will oversee budgets, overall operation of the Society and make sure resources are allocated properly. The president will make sure office staff meet their individual goals and are responsible for overall accountability to the membership. They will encourage a volunteer mindset from the members while encouraging a sense of community within the Bow Valley Hockey Society. In addition, the person in the role of the president must have an entrepreneurial mindset and adapt quickly to change.

To be nominated as the BVHS President the individual must have sat on the BVHS Board of Directors the year previously.

### Roles and Responsibilities

- Oversee the overall operation, society budget, staff, and board of directors of the Society.
- Act as the Society's liaison with Hockey Calgary, Hockey Alberta, and Hockey Canada.
- Attend or appoint an Executive member to attend monthly President Councils meetings at Hockey Calgary. Generally, the second Monday of each month.
- Attend or appoint an Executive member to attend Hockey Calgary's Annual General Meeting.
- Attend Development Seminars.
- Assist in the facilitation of BVHS Evaluations and provide feedback to make the overall process better year to year.
- Facilitate/chair and or assign Board of Directors to chairing discipline hearings. Provide insight and guidance in the resolution process regarding discipline, hearings, and complaints.
- Work with board members to plan and implement short, mid, and long-term strategies for the Society.
- Meet with board members and other executives to assess the direction of the Society and ensure it is in line with the Society's stated mission.
- Act as a visionary and provide leadership for the Society and minor hockey.
- Oversee the entire operation of the Society ensuring it operates and goals are met based on the direction established in the strategic plans.
- Act as the face of the Society when dealing with governing bodies, local governments, the City of Calgary and the local community.
- Act as the Society's Liaison and face of the Society when dealing with media-related requests.
- Act as a point of contact for office staffs' questions and or concerns.
- Chair BVHS monthly Board Meetings.
- Promote BVHS Programs and Initiatives.
- Attend other meetings as needed.

## **Skills and Qualifications**

- Innovative, with a vision of the future of the Society that they can plan, strategize, and execute.
- Good communication skills, with the ability to communicate with board members, executives, members, and office staff.
- Financial and operational knowledge, as well as knowledge of regulations, policy and procedures that affect the Society's/Not for Profits.
- Ability to attract, develop and retain office staff, board of directors and volunteers.
- Have a high level of emotional intelligence.
- Strong leadership skills with the ability to inspire people to action through their influence.
- Passion for the game of hockey with the drive to grow the game at all levels.
- Strong understanding of the Minor Hockey system and the Rules and Regulations that govern Minor Hockey at all levels including Hockey Calgary, Hockey Alberta, and Hockey Canada.
- Ability to deal with negative feedback and questions pertaining to the evaluations process and placement of players.
- Strong desire and ability to create a sense of community within the Bow Valley Hockey Society.
- Act as a signing officer for the Society.

## **Past President**

The past president is tasked with providing strong leadership for the Society by working with the board and office staff to establish short and long-term goals, plans and strategies. The Past President is responsible for giving recommendations and background information regarding the organization and including budgets, overall operation of the Society and make sure resources are allocated properly. They will encourage a volunteer mindset from the members while encouraging a sense of community within the Bow Valley Hockey Society.

## **Roles and Responsibilities**

- Role is one of consultation and advisor to the President and the remaining Board to ensure continuity.
- Supports President on an as-needed basis.
- Provides important input to the Board direction based on in-depth association knowledge.
- Provides advice to the Board regarding past practices and other matters to assist the Board in governing BVHS.
- Attend board meetings and or sit on committees on an as-needed basis.

## **Skills and Qualifications**

- Innovative, with a vision of the future of the Society that they can plan, strategize, and execute.
- Good communication skills, with the ability to communicate with board members, executives, members, and office staff.
- Financial and operational knowledge, as well as knowledge of regulations, policy and procedures that affect the Society's/Not for Profits.
- Ability to attract, develop and retain office staff, board of directors and volunteers.
- Have a high level of emotional intelligence.

- Strong leadership skills with the ability to inspire people to action through their influence.
- Passion for the game of hockey with the drive to grow the game at all levels.
- Strong understanding of the Minor Hockey system and the Rules and Regulations that govern Minor Hockey at all levels including Hockey Calgary, Hockey Alberta, and Hockey Canada.
- Ability to deal with negative feedback and questions pertaining to the evaluations process and placement of players.
- Strong desire and ability to create a sense of community within the Bow Valley Hockey Society.
- Promote BVHS programs and initiatives.

## **Vice President On-Ice**

The Vice President On-Ice is tasked with providing strong leadership for all On-Ice related activities within the Society by working with the board and office staff to facilitate the evaluations process, team formations, coach selection, policies, and procedures, as well as facilitating discipline hearings and complaints. The Vice President On-Ice will oversee budgets, facilitate the overall operation of the Society, and make sure resources are allocated properly. The Vice President On-Ice will make sure the Manager of Hockey Operations meets their individual goals and is responsible for overall accountability to the membership. They will encourage a sense of community within the Bow Valley Hockey Society. In addition, the person in the role of Vice President On-Ice must have an entrepreneurial mindset and adapt quickly to change. The Vice President On-Ice should have experience as a coach and evaluator and have the aptitude to recommend necessary changes to ensure the Society is forward-thinking in the strategic plan as it pertains to coach, player, goalie, and official's development.

To be nominated as the BVHS VP On-Ice the individual must have sat on the BVHS Board of Directors the year previously.

### **Roles and Responsibilities**

- Oversee the overall operation, Society budget, staff, and board of directors of the Society.
- Act as the evaluations and coach selection chair.
- Conduct Skills Testing Meeting and on-ice walk-through in August to ensure contract staff are ready for the Skills Testing.
- Oversee all on-ice-related activities, issues, and overall direction.
- Assist in the facilitation of BVHS Evaluations and provide feedback to make the overall process better year to year.
- Attend Hockey Calgary's Annual General Meeting.
- Attend Seminars.
- Facilitate and chair or assign board of directors to chair discipline hearings. Provide insight and guidance in the resolution process regarding discipline, hearings, and complaints.
- Work with board members to plan and implement short, mid, and long-term strategies for the Society.
- Meet with board members and other executives to assess the direction of the Society and ensure it is in line with the Society's stated mission.
- Act as a visionary and provide leadership for the Society and Minor Hockey.

- Oversee the complete operation of the Society ensuring it operates and goals are met based on the direction established in the strategic plans.
- Act as a main points of contact for office staff questions and or concerns.
- Act as a signing officer for the Society.
- Promote BVHS Programs and assist with BVHS On-Ice Programs and Initiatives.
- Attend BVHS monthly board meetings as well as other meetings as needed.

### **Skills and Qualifications**

- Innovative, with a vision of the future of the Society that they can plan, strategize and execute.
- Good communication skills, with the ability to communicate with board members, executives, members, and office staff.
- Financial and operational knowledge, as well as knowledge of regulations, policy and procedures that affect the Society's/Not for Profits.
- Ability to attract, develop and retain office staff, board of directors and volunteers.
- Have a high level of emotional intelligence.
- Strong leadership skills with the ability to inspire people to action through their influence.
- Passion for the game of hockey with the drive to grow the game at all levels.
- Strong understanding of the Minor Hockey system and the rules and regulations that govern Minor Hockey at all levels including Hockey Calgary, Hockey Alberta and Hockey Canada.
- Ability to deal with negative feedback and questions pertaining to the evaluations process and placement of players.
- Ability to deal with strong-minded parents that do not agree with the direction of the Society and or the decision of the Board of Directors and or Discipline Committee.
- Strong desire and ability to create a sense of community within the Bow Valley Hockey Society.

### **Vice President Off-Ice**

The Vice President Off-Ice is tasked with providing strong leadership for all Off-Ice related activities within the Society by working with the board and office staff to facilitate the evaluations process, team formations, coach selection, policies and procedures, sock pick up, tournaments. The Vice President Off-Ice will help facilitate and recruit the Age Group Volunteers. The Vice President Off-Ice will also provide guidance and support to the team meetings. The Vice President Off-Ice will oversee budgets, facilitate the overall operation of the Society, and make sure resources are allocated properly. They will encourage a sense of community within the Bow Valley Hockey Society. In addition, the person in the role of Vice President Off-Ice must have a volunteer mindset and adapt quickly to change. The Vice President Off-Ice should have experience as a coach and evaluator and have the aptitude to recommend necessary changes to ensure the Society is forward-thinking in the strategic plan as it pertains to coach, player, parent, and volunteer development.

To be nominated as the BVHS VP Off-Ice the individual must have sat on the BVHS Board of Directors the year previously.

### **Roles and Responsibilities**

- Oversee the overall operation, society budget, staff, and board of directors of the Society.
- Oversee all Off-Ice-related activities, issues, and overall direction.
- Assist in the facilitation of BVHS evaluations and provide feedback to make the overall process better year to year.
- Attend Hockey Calgary's Annual General Meeting.
- Attend Hockey Alberta's Annual General Meeting and Development Seminars.
- Facilitate and chair or assign Board of Directors to chairing discipline hearings pertaining to Off-Ice-related issues. Provide insight and guidance in the resolution process regarding discipline, hearings, and complaints.
- Work with board members to plan and implement short, mid and long-term strategies for the Society.
- Meet with board members and other executives to assess the direction of the Society and ensure it is in line with the Society's stated mission.
- Act as a visionary and provide leadership for the Society and Minor Hockey.
- Oversee the complete operation of the Society ensuring it operates and goals are met based on the direction established in the strategic plans.
- Act as a main points of contact for office staff's questions and or concerns.
- Act as a signing officer for the Society.
- Promote BVHS programs and initiatives.
- Attend BVHS monthly board meetings as well as other meetings as needed.

### **Skills and Qualifications**

- Innovative, with a vision of the future of the Society that they can plan, strategize, and execute.
- Good communication skills, with the ability to communicate with board members, executives, members, and office staff.
- Financial and operational knowledge, as well as knowledge of regulations, policy and procedures that affect the Society's/Not for Profits.
- Ability to attract, develop and retain office staff, board of directors and volunteers.
- Have a high level of emotional intelligence.
- Strong leadership skills with the ability to inspire people to action through their influence.
- Passion for the game of hockey with the drive to grow the game at all levels.
- Strong understanding of the Minor Hockey system and the rules and regulations that govern Minor Hockey at all levels including Hockey Calgary, Hockey Alberta and Hockey Canada.
- Ability to deal with negative feedback and questions pertaining to the evaluations process and placement of players.
- Ability to deal with strong-minded parents that do not agree with the direction of the Society and or the decision of the Board of Directors and or Discipline Committee.
- Strong desire and ability to create a sense of community within the Bow Valley Hockey Society.



## Treasurer

The Treasurer is tasked with providing strong leadership for all financial-related activities within the Society by the Manager of Registration and Finances to ensure the Society is fiscally sound. The Treasurer will oversee budgets and oversee the monthly entries to ensure the Society is meeting best practices as relates to accounting principles. The Treasurer will make sure the Manager of Registration and Finances meets their individual goals and is responsible for overall accountability to the membership. They will encourage a volunteer mindset from the members while encouraging a sense of community within the Bow Valley Hockey Society. The Treasurer should be forward-thinking with regards to the Society's finances and provide insight and guidance in making changes year over year. The Treasurer will work with the Manager of Registration and Finances to ensure the auditors have all the required documentation. The Treasurer will attend monthly board meetings as well as other meetings as necessary. The BV treasurer must be a Certified Public Accountant.

Reporting to the President of the Board of Directors of Bow Valley Hockey Society (BVHS), the Treasurer is responsible for:

1. General financial oversight
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3. Financial planning and budgeting
4. Financial reporting
5. Control of cash and fixed assets

### Role and Responsibilities

#### 1. General financial oversight

- Oversee and present budgets, accounts and financial statements to the board as submitted by the Manager of Hockey Operation.
- Liaise with designated staff about financial matters.
- Ensure that appropriate financial systems and controls are in place.
- Ensure that record-keeping and accounts meet the conditions of the applicable statutory bodies.
- Ensure compliance with relevant legislation.

#### 2. Funding,

- Ensure use of funds comply with conditions set by statutory bodies (i.e., AGLC)
- Ensure fundraising and sales comply with relevant legislation and is bound by effective financial systems and controls
- Ensure effective monitoring and reporting

#### 3. Financial strategy planning and budgeting

- Contribute as an executive board member in the development of BVHS's short term and long-term strategic planning process and formalize objectives on an annual basis
- Review and approve annual operating budgets, presented by Manager of Hockey Operations, which is in alignment with the Associations short term and long-term strategic plan
- Advise on financial implications of strategic and operational plans

- Review revised financial forecasts based on actual spending

#### 4. Financial and corporate reporting

- Ensure BVHS complies with applicable tax regulations and corporate filing obligations, such as T1044 Non-Profit Organization (NTO) Information Return filing with Canada Revenue Agency
- Liaising with the auditor as required
- Present financial performance of BVHS at the AGM
- Advise on BVHS's reserves and investment plan
- Evaluate and execute on investment options for the Associations reserve funds.

#### 5. Control of cash and fixed assets

- Ensure everyone managing money keeps proper records and documentation
- Ensure proper records are kept
- Review long term asset investment plan (i.e., jerseys)
- Controls on expenditures, such as who can authorize spending, upper limits before board approval is needed, and who can sign cheques.
- Review internal controls to protect against fraud and theft, ensuring safe custody of the money.

#### **Skills and Qualifications**

- Innovative, with a vision of the future of the Society that they can plan, strategize, and execute.
- Good communication skills, with the ability to communicate with board members, executives, members, and office staff.
- Financial and operational knowledge, as well as knowledge of regulations, policy and procedures that affect the Society's/Not for Profits.
- Ability to manage budgets and ability to ensure the financial stability of the Society.
- Ability to recommend changes regarding the financial operation of the Society year to year.
- Ability to attract, develop and retain office staff, board of directors and volunteers.
- Have a high level of emotional intelligence.
- Strong leadership skills with the ability to inspire people to action through their influence.
- Passion for the game of hockey with the drive to grow the game at all levels.
- Strong desire and ability to create a sense of community within the Bow Valley Hockey Society.

## **Age Group Director**

The Age Group Director is tasked with providing strong leadership for all On-Ice related activities within the Society by working with the board and office staff to facilitate the evaluations process, team formations, coach selection, policies, and procedures, as well as facilitating discipline hearings and complaints. They will encourage a volunteer mindset from the members while encouraging a sense of community within the Bow Valley Hockey Society. The Age Group Directors should have experience as a coach and evaluator and have the aptitude to recommend necessary changes to ensure the Society is forwarding thinking in the strategic plan as it pertains to coach, player, parent, officials, and volunteer

development. The Age Group Directors will help facilitate the BVHS tournaments while attending the tournaments and filling in shifts to act as the tournament chair.

### **Roles and Responsibilities**

- Lead the evaluations process for their respective age group.
- Lead each evaluated ice time and facilitate the evaluations with the eval admins and evaluators.
- Be present at the majority of respective age groups evaluated ice times during the month of September, Skills Testing Cascades and Scrimmage sessions.
- Work with the Eval Admins and facilitate the player movement throughout evaluations.
- Deal with questions regarding players movement and placement in evaluations.
- Assist in coach selection and team formations.
- Provide support and direction on all ice related activities, issues, and overall direction.
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- Assist in the facilitation of BVHS Evaluations and provide feedback to make the overall process better year to year.
- Work with board members to plan and implement short, mid, and long-term strategies for the Society.
- Meet with board members and other executives to assess the direction of the Society and ensure it is in line with the Society's stated mission.
- Act as a visionary and provide leadership for the Society and Minor Hockey.
- Oversee the complete operation of the Society ensuring it operates and goals are met based on the direction established in the strategic plans.
- Assist and attend the Team Meetings as a representative of the BVHS Board of Directors.
- Promote BVHS Programs and assist with BVHS On-Ice programs and initiatives.
- Attend BVHS monthly board meetings as well as other meetings as needed.

### **Skills and Qualifications**

- Innovative, with a vision of the future of the Society that they can plan, strategize, and execute.
- Good communication skills, with the ability to communicate with board members, executives, members, and office staff.
- Operational knowledge, as well as knowledge of regulations, policy and procedures that affect the Society's/Not for Profits.
- Ability to attract, develop and retain office staff, board of directors and volunteers.
- Have a high level of emotional intelligence.
- Strong leadership skills with the ability to inspire people to action through their influence.
- Passion for the game of hockey with the drive to grow the game at all levels.

- Strong understanding of the Minor Hockey system and the rules and regulations that govern Minor Hockey at all levels including Hockey Calgary, Hockey Alberta and Hockey Canada.
- Ability to deal with negative feedback and questions pertaining to the evaluations process and placement of players.
- Ability to deal with strong-minded parents that do not agree with the direction of the Society and or the decision of the Board of Directors and or Discipline Committee.
- Strong desire and ability to create a sense of community within the Bow Valley Hockey Society.
- This individual must have the ability to run pathway skates. This individual should have coaching and or instructing experience.
- This individual must have the ability to run Skills Testing Sessions on ice. They must have the ability to lead and run these ice times including giving demos to the players.
- The Age Group Directors will be required to be on ice running several ice times through the evaluations process.

## Director of Goaltending

The Director of Goaltending is tasked with providing strong leadership for all goalie-related activities within the Society by working with the board and office staff to facilitate the evaluations process, team formations, coach selection, policies, and procedures, as well as facilitating discipline hearings and complaints. They will encourage a volunteer mindset from the members while encouraging a sense of community within the Bow Valley Hockey Society. The Director of Goaltending should have experience as a coach and evaluator and have the aptitude to recommend necessary changes to ensure the society is forward-thinking in the strategic plan as it pertains to coach, player, parent, official and volunteer development. The Director of Goaltending will be tasked with selecting Goalie Consultants for evaluations and they will ensure that the group (s) selected to meet the objectives as they were outlined in the Request for Proposals. The Director of Goaltending will ultimately lead the overall goalie placement during evaluations. The Director of Goaltending will work with key volunteers to ensure the success of the BVHS Goalie Clinics as well as weekly goalie drills for coaches.

### Roles and Responsibilities

- Lead the goalie evaluations process for all Age Groups.
- Recruit and staff goalie coordinators for evaluations.
- Attend and or designate key volunteers to facilitate the evaluations process to ensure that someone is present at all evaluated ice times to ensure an efficient goalie evaluation process.
- Act as the main point of contact and answer questions as they pertain to goalie placement during evaluations and final team placements.
- Act as the main point of contact for all goalie-related questions.
- Assist in coach selection and team formations.
- Provide support and direction on all ice-related activities, issues, and overall direction.
- Assist in the facilitation of BVHS Evaluations and provide feedback to make the overall process better year to year.
- Work with board members to plan and implement short, mid, and long-term strategies for the Society.

- Meet with board members and other executives to assess the direction of the Society and ensure it is in line with the Society's stated mission.
- Act as a visionary and provide leadership for the Society and Minor Hockey.
- Oversee the entire operation of the Society ensuring it operates and goals are met based on the direction established in the strategic plans.
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- Facilitate the yearly goalie parent meeting.
- Promote BVHS programs and assist with BVHS On-Ice programs and initiatives.
- Attend BVHS monthly board meetings as well as other meetings as needed.

### **Skills and Qualifications**

- Innovative, with a vision of the future of the Society that they can plan, strategize, and execute.
- Good communication skills, with the ability to communicate with board members, executives, members, and office staff.
- Financial and operational knowledge, as well as knowledge of regulations, policy and procedures that affect the Society's/Not for Profits.
- Ability to attract, develop and retain office staff, board of directors and volunteers.
- Have a high level of emotional intelligence.
- Strong leadership skills with the ability to inspire people to action through their influence.
- Passion for the game of hockey with the drive to grow the game at all levels.
- Strong knowledge of the goalie position and desire to grow the position.
- Strong understanding of the Minor Hockey system and the rules and regulations that govern Minor Hockey at all levels including Hockey Calgary, Hockey Alberta, and Hockey Canada.
- Ability to deal with negative feedback and questions pertaining to the evaluations process and placement of goalies.
- Ability to deal with strong-minded parents that do not agree with the direction of the Society and or the decision of the Board of Directors and or Discipline Committee.
- Strong desire and ability to create a sense of community within the Bow Valley Hockey Society.
- Strong desire to grow and retain goalies.
- This individual must have the ability to skate and run-on ice sessions.

## **Director of Volunteers**

The Director of Volunteers will assist the board of directors and office staff as needed. They will play a significant role in facilitating the Bow Valley Hockey Society Volunteer Bonds. They will encourage a volunteer mindset from the members while encouraging a sense of community within the Bow Valley Hockey Society.

### **Roles and Responsibilities**

- Work with board members to plan and implement short, mid, and long-term strategies for the Society.

- Meet with board members and other executives to assess the direction of the Society and ensure it is in line with the Society's stated mission.
- Act as a visionary and provide leadership for the Society and Minor Hockey.
- Oversee the complete operation of the Society ensuring it operates and goals are met based on the direction established in the strategic plans.
- Facilitate the Volunteer Bond process for BVHS.
- Implement Volunteer Bond Policies and develop roles and responsibility documents to help facilitate the process.
- Promote BVHS programs and initiatives.
- Attend BVHS monthly board meetings as well as other meetings as needed.
- Ability to attract, develop and retain office staff, board of directors and volunteers.
- Ability to attract, develop and retain age group volunteers to assist with the evaluations process on a yearly basis.
- Ability to schedule volunteer shifts and ability to track volunteer data and report to the board.
- Ability to send out communication to the society regarding volunteers etc.

### **Skills and Qualifications**

- Innovative, with a vision of the future of the Society that they can plan, strategize, and execute.
- Good communication skills, with the ability to communicate with board members, executives, members, and office staff.
- Financial and operational knowledge, as well as knowledge of regulations, policy and procedures that affect the Society's/Not for Profits.
- Ability to attract, develop and retain office staff, board of directors and volunteers.
- Have a high level of emotional intelligence.
- Strong leadership skills with the ability to inspire people to action through their influence.
- Passion for the game of hockey with the drive to grow the game at all levels.
- Strong desire and ability to create a sense of community within the Bow Valley Hockey Society.
- Strong organizational skill sets needed to facilitate the volunteer bond process for the Bow Valley Hockey Society.

### **Roles and Responsibilities as they pertain to the Volunteer Bond**

#### **Volunteer Bonds**

- Organize all off-ice and on-ice shifts for evaluations through Volunteer Local. Add other volunteer opportunities into the system as needed including tournaments, goalie clinics etc. Reconcile volunteer schedules with BVHS Manager, Operations and Registrations.
- Update the Evaluations section of the website to ensure all the info is relevant and posted correctly for the current season. This includes schedules, volunteer, and evaluator schedules, contact info for each age group as well as current year Policies and Procedures.
- Create and maintain the Age Group Volunteers Roles and responsibilities document and PowerPoint.
- Recruit age group volunteers to facilitate evaluations. Facilitate and host a Spring and Summer Age Group Volunteers meeting to ensure they understand their roles and responsibilities.

- Be present at the first ice session for each respective age group as well as the first cascades session to help ensure that all the volunteers understand their roles and responsibilities.
- Liaison with the AGC/AGVC to ensure Volunteer sign-in sheets, and volunteer roles and responsibilities manual is updated and current for each respective season. Update and communicate a list of the members who must provide volunteer bond checks/jersey deposit checks. Communication is done between MHO, AGD, AGC, EC, and AGVC to ensure these kids don't evaluate before we receive their checks per Policy.
- Reconcile and ensure volunteer hours are tracked properly and communication is clear and current regarding those who still have hours to fulfill etc.
- Ensure spreadsheets are ready for sock pick-up night, define the sock pick-up/volunteer bond and jersey deposit cheque nights procedures and ensure this info is communicated with the volunteers. Track sizing to ensure we order the correct sizes on annual basis. Provide a summary for the MHO by October 15 of each season so that we know what sizing needs to be ordered for the following season.
- Attend, organize, and facilitate the BVHS Sock Pick Up Night as well as Volunteer Bond/Jersey Deposit Cheque Night.
- Ensure we have adequate coverage for each volunteer shift daily during evaluations. Send out communication for days where we are short volunteers.
- Send out communication through TeamSnap to the membership regarding the expectations for Volunteers during the respective season.
- Organize and track all the Volunteer Bond Cheques and communicate directly with volunteers informing them if people have outstanding cheques to give prior to going on ice for evaluations.
- Communicate with the volunteers who have signed up for tournaments and clinics and create sign-in sheets and coordinate with office staff to ensure that they are given to the office staff in advance of the date of the volunteer shift etc.
- This person must have volunteered as an Age Group Volunteer Coordinator the year previously.

## Director of Officials

The Director of Officials is tasked with providing strong leadership for all official related activities within the Society. The Director of Officials will also support in the facilitation of BVHS policies and procedures, as well as facilitating discipline hearings and complaints relating to officiating. They will encourage a volunteer mindset from the members while encouraging a sense of community within the Bow Valley Hockey Society. The Director of Officiating should have experience as an official and have the aptitude to recommend necessary changes to ensure the Society is forward thinking in the strategic plan as it pertains to the development of our officials.

### **Roles and Responsibilities**

- Act as the main point of contact for all officiating related questions.
- Provide support and directed on all ice related activities, issues, and overall direction.
- Facilitate Officiating Certification Clinics through CZRC as well as create and implement programs and strategies to develop officials.
- Assist in the scheduling process and or help facilitate the process through CZRC.
- Work with board members to plan and implement short, mid and long-term strategies for the Society.
- Meet with board members and other executives to assess the direction of the Society and ensure it is in line with the Society's stated mission.
- Act as a visionary and provide leadership for the Society and Minor Hockey.
- Oversee the entire operation of the Society ensuring it operates and goals are met based on the direction established in the strategic plans.
- Evaluate and mentor officials as time permits.
- Lead, attend and facilitate all officiating clinics.
- Promote BVHS programs and assist with BVHS On-Ice programs and initiatives.
- Attend BVHS monthly board meetings as well as other meetings as needed.

#### **Skills and Qualifications**

- Innovative, with a vision of the future of the Society that they can plan, strategize and execute.
- Good communication skills, with the ability to communicate with board members, executives, members, and office staff.
- Financial and operational knowledge, as well as knowledge of regulations, policy and procedures that affect the Society's/Not for Profits.
- Ability to attract, develop and retain office staff, board of directors and volunteers.
- Have a high level of emotional intelligence.
- Strong leadership skills with the ability to inspire people to action through their influence.
- Passion for the game of hockey with the drive to grow the game at all levels.
- Strong understanding of the Minor Hockey system and the rules and regulations that govern Minor Hockey at all levels including Hockey Calgary, Hockey Alberta and Hockey Canada.
- Ability to deal with strong minded parents that do not agree with the direction of the Society and or the decision of the Board of Directors and or Discipline Committee.
- Strong desire and ability to create a sense of community within the Bow Valley Hockey Society.



- Strong desire to grow and retain officials.

## **Director at Large**

The Director at Large will assist the board of directors and office staff as needed. They will play a significant role in filling the void during busy periods including evaluations and tournaments. They will also be asked to sit in on discipline hearings and provide input on the outcome of those specific hearings. They will encourage a volunteer mindset from the members while encouraging a sense of community within the Bow Valley Hockey Society.

### **Roles and Responsibilities**

- Work with board members to plan and implement short, mid, and long-term strategies for the Society.
- Meet with board members and other executives to assess the direction of the Society and ensure it is in line with the Society's stated mission.
- Act as a visionary and provide leadership for the Society and Minor Hockey.
- Oversee the complete operation of the Society ensuring it operates and goals are met based on the direction established in the strategic plans.
- Be willing to help during BVHS tournaments and other BVHS functions.
- Promote BVHS programs and initiatives.
- Attend BVHS monthly board meetings as well as other meetings as needed.

### **Skills and Qualifications**

- Innovative, with a vision of the future of the Society that they can plan, strategize, and execute.
- Good communication skills, with the ability to communicate with board members, executives, members, and office staff.
- Financial and operational knowledge, as well as knowledge of regulations, policy and procedures that affect the Society's/Not for Profits.
- Ability to attract, develop and retain office staff, board of directors and volunteers.
- Have a high level of emotional intelligence.
- Strong leadership skills with the ability to inspire people to action through their influence.
- Passion for the game of hockey with the drive to grow the game at all levels.
- Strong understanding of the Minor Hockey system and the rules and regulations that govern Minor Hockey at all levels including Hockey Calgary, Hockey Alberta and Hockey Canada.
- Ability to deal with negative feedback and questions pertaining to the evaluations process and placement of players.
- Ability to deal with strong-minded parents that do not agree with the direction of the Society and or the decision of the Board of Directors and or Discipline Committee.
- Strong desire and ability to create a sense of community within the Bow Valley Hockey Society.
- Anyone putting their name forward for a Director at Large position with the Bow Valley Hockey Society must have sat on the BVHS board of directors for a minimum of 2 years previously.

## Director of Discipline

The Director of Discipline will assist the board of directors and office staff as needed. They will play a significant role in facilitating the Policies and Procedures as they pertain to discipline both on and off ice. They will encourage a volunteer mindset from the members while encouraging a sense of community within the Bow Valley Hockey Society. This individual will have knowledge of BVHS Policies, chairing meetings/hearings, gather facts with support from AGD and office staff, document and communicate results of discipline committee reviews. The Director of Discipline must have experience in dealing with Hockey Calgary Rules and Regulations and must have an understating of the BVHS Code of Conduct as well as the BVHS Complaint Policy and Process. The Director of Discipline would be the chair of the BVHS Discipline Committee, and they will deal with complaints and suspension related issues both on and off the ice.

### Roles and Responsibilities

- Work with board members to plan and implement short, mid, and long-term strategies for the Society.
- Meet with board members and other executives to assess the direction of the Society and ensure it is in line with the Society's stated mission.
- Act as a visionary and provide leadership for the Society and Minor Hockey.
- Oversee the complete operation of the Society ensuring it operates and goals are met based on the direction established in the strategic plans.
- Act as the chair of the BVHS Discipline Committee.
- Ensure BVHS Policies and Procedures are being followed.
- Ensure discipline committee is following our procedures when dealing with discipline for on and or off related complaints.
- Document and summarize complaints and provide information to BVHS Executive, MHO and Age Group Directors.
- Summarize Hearings and ensure documented information is put into BVHS Sync Files for future reference.
- Promote BVHS programs and initiatives.
- Attend BVHS monthly board meetings as well as other meetings as needed.

### Skills and Qualifications

- Innovative, with a vision of the future of the Society that they can plan, strategize, and execute.
- Good communication skills, with the ability to communicate with board members, executives, members, and office staff.
- Financial and operational knowledge, as well as knowledge of regulations, policy and procedures that affect the Society's/Not for Profits.
- Ability to attract, develop and retain office staff, board of directors and volunteers.
- Have a high level of emotional intelligence.
- Strong leadership skills with the ability to inspire people to action through their influence.
- Strong understanding of BVHS Policies and Procedures.
- Passion for the game of hockey with the drive to grow the game at all levels.

- Strong understanding of the Minor Hockey system and the rules and regulations that govern Minor Hockey at all levels including Hockey Calgary, Hockey Alberta and Hockey Canada.
- Ability to deal with negative feedback and questions pertaining to the evaluations process and placement of players.
- Ability to deal with strong-minded parents that do not agree with the direction of the Society and or the decision of the Board of Directors and or Discipline Committee.
- Strong desire and ability to create a sense of community within the Bow Valley Hockey Society.
- Ability to document and look at all situations objectively.
- Ability to summarize hearings/complaints and ability to send out communication in follow up to hearings, meetings and any discipline related activities.