



BVHS Board of Directors

Job Descriptions

2026 – 2027 Season

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Purpose

This Governance Board of Directors Roles and Responsibilities document defines the structure, roles, responsibilities, and decision-making framework of the Bow Valley Hockey Society (BVHS). It is intended to ensure effective governance, accountability, and alignment with the Society's mission and strategic objectives.

Background

Established in 1987, BVHS serves over 1,500 members across approximately 75 teams from U7 to U18. The Society represents the communities of Auburn Bay, Cranston, Mahogany, McKenzie Lake, Rangeview, Rancher's Rise, and Seton.

Mission and Strategic Direction

Mission

BVHS is committed to providing players 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

- **Community Leadership** – Promote giving back and community engagement
- **Development Excellence** – Support growth of players, coaches, and volunteers
- **Program Excellence** – Deliver high-quality hockey programming
- **Member Engagement** – Foster an inclusive and engaged membership

Governance Framework

Role of the Board

The Board of Directors is responsible for:

- Strategic planning and direction
- Policy development and governance
- Financial oversight and sustainability
- Risk management and compliance
- Oversight of operations through staff and committees

Principle: The Board governs; staff and volunteers manage day-to-day operations.

Guiding Principles

Board members will:

- Act in the best interests of the Society
- Maintain transparency and accountability
- Respect confidentiality
- Demonstrate integrity and professionalism
- Support collective decision-making

Meetings

- The Board meets monthly as needed
- Additional meetings may be called as required
- Quorum and voting follow BVHS bylaws

Organizational Structure

The governance structure consists of:

- President
- Vice President, On-Ice
- Vice President, Off-Ice
- Treasurer
- Directors
- Office Staff (operational support)

Executive Officers

President

- Chairs all board meetings and the Annual General Meeting (AGM).
- Acts as the official spokesperson and primary liaison with Hockey Calgary, Hockey Alberta, and external partners.
- Oversees the strategic plan, annual budget approval, and MHO performance review (in consultation with the full board).
- Ensures the board remains focused on governance, risk management, and alignment with our mission (positive hockey experience, player growth, and self-esteem).
- Appoints committee chairs and handles emergency decision-making between meetings (with board ratification).
- Promotes volunteerism and represents BVHS at provincial/national hockey events.

Vice President On Ice

- Oversees all on-ice policy and program governance (player development pathways, coaching standards, evaluation frameworks, and discipline for on-ice matters).
- Works with the MHO to ensure on-ice programs align with board-approved strategic goals and Hockey Alberta guidelines.
- Chairs or participates in on-ice related committees (e.g., coaching standards or player safety).
- Supports coach education policy and reviews any on-ice appeals or major program changes.
- Acts as President in the President's absence for on-ice matters.

Vice President Off Ice

- Oversees all off-ice policy and program governance (registration processes, tournaments, volunteer requirements, marketing, and off-ice discipline).
- Ensures off-ice activities (fundraising guidelines, parent communication policies, tournament hosting) support the society's values.
- Works with the Manager Office and Operations on volunteer coordination and community engagement policies.
- Leads policy development for age-group programming, equity/inclusion, and family involvement.
- Acts as President in the President's absence for off-ice matters.

Treasurer

- Leads financial governance prepares annual budget for board approval, monitors financial health, and ensures compliance with Societies Act and auditing requirements.
- Oversees banking, sponsorships, grants, and fee-setting recommendations.
- Presents quarterly financial reports to the board and handles any audits or funding applications.
- Chairs the Finance Committee.

Directors

Director of Governance & Policy

- Provides oversight to the bylaws, policies, and procedures; ensures compliance with the Societies Act and Hockey Alberta rules. Provide oversight to ensure office staff complete all annual requirements as it pertains to the law and Societies act.
- Records and distributes board meeting minutes; manages board orientation and succession planning.
- Leads policy reviews (risk management, code of conduct, privacy) and supports the Nominating Committee for AGM elections.

Director of Player Development & Coaching

- Develops and oversees board-level policies on player pathways, skill development, and coaching certification standards.
- Monitors programs (in season) quality through high-level metrics (retention, feedback surveys) and recommends improvements to the strategic plan.
- Oversees elite streams (U11 AA and U13 AA).

Director of Volunteers & Communications

- Develops and evaluates the volunteer policy (including the volunteer bond/requirement And Volunteer Software etc).
- Works in synergy with the Manager, Office and Operation to Track volunteer hours and ensures compliance with society volunteer requirements.

Director of Facilities and Community Engagement

- Manages reputation, sponsorship outreach, and community engagement initiatives.
- Liaise with potential facilities for future arena developments and opportunities for the Society to obtained access to more ice time.
- Support and or lead initiatives to build future facilities associated with the Society.

Director of Discipline, Conduct & Risk Management

- Chairs the Discipline Committee and oversees fair, consistent application of the Code of Conduct and discipline policies (on- and off-ice).
- Manages risk policies (safety, insurance, background checks, concussion protocols).
- Handles appeals processes and reports major incidents to the board and Hockey Calgary as required.

Director of Evaluations

- Develop, review, and recommend evaluation policies/procedures: Chair or lead the Evaluation Review/Team Formation Committee. Propose updates to the "Evaluation Guidelines," "Team Formation Handbook," or similar documents for board approval. Ensure the process is fair, consistent, transparent, skill-based, and aligned with Hockey Canada/Hockey Alberta rules and the association's mission.
- Oversee process integrity and compliance: Ensure evaluations (skater and goalie) follow board-approved guidelines, including number of sessions per age group, scoring tools, and impartiality.

Approve final team placements/assignments.

- Report to the board and provide strategic input: Attend all monthly board meetings and the Annual General Meeting (AGM). Deliver regular updates/reports (e.g., monthly June–December, post-evaluations in November). Update the board on disputes, appeals, outcomes, and recommendations for improvements. Participate in annual budgeting for evaluations-related costs.
- Ensure board members and parents follow communication protocols and conflict-of-interest rules (e.g., recusal if a child is involved).
- Promote governance principles: Support ethical conduct (no interference with evaluators), positive participation policies, and impartiality. Ensure independent/third-party evaluators are secured with board approval where required for objectivity.

Director of Officials

- Act as the main point of contact for all officiating related questions.
- Facilitate Officiating Certification Clinics through CZRC as well as create and implement programs and strategies to develop officials.
- Evaluate and mentor officials.
- Lead, attend and facilitate all officiating clinics.

Director at Large

- Assist Executive and Directors as needed.
- Provide insight into Policies and Procedures.