

ARTICLE 5 – Board of Directors (the Board)

1. The Board of Directors, (the Board) shall consist of a maximum of (20) twenty persons and a minimum of (11) eleven persons:
 - President
 - Past President (when applicable)
 - General Manager Hockey Operations
 - Registrar
 - Lead Ice Scheduler
 - Lead Timekeeper and Referee
 - Director of Local League
 - Director of Competition/Rep
 - Director of U7 and U9 Programs
 - Lead Volunteer Coordinator
 - Director Player Development
 - Director Coach Development
 - Secretary
 - Treasurer
 - Director of Social Media and Webmaster
 - Tournament Director
 - Director of Event Planning and Community Engagement
 - Head Trainer
 - Director of Sponsorship & Fundraising
 - Equipment Manager

2. The term of the board members shall be for two (2) operating years from the AGM at which they are elected, normally before June 1st of the first year to the AGM on or about May 31st after the second full year of service. The terms of these positions will come due in alternating years as noted below. Vacancies that arise during the term will be filled as soon as possible. The Board shall have the power to fill any vacancies. Positions due to end May 31st or at the AGM in odd years and every two years thereafter are:
 - a. General Manager Hockey Operations,
 - b. Director Local League,
 - c. Lead Timekeeper and Referee,
 - d. Director of U7 and U9 Programs
 - e. Lead Volunteer Coordinator
 - f. Director Player Development
 - g. Treasurer
 - h. Director of Sponsorship & Fundraising
 - i. Head Trainer

Positions due to end May 31st or at the AGM in even years, and every two years thereafter are:

- a. President
- b. Registrar
- c. Lead Ice Scheduler
- d. Director of Competition and Rep
- e. Director of Coach Development
- f. Secretary
- g. Director of Social Media and Webmaster
- h. Tournament Director
- i. Director of Event Planning and Community Engagement
- j. Equipment Manager

The exception is that of the Immediate Past President, whose term will end when a new President is elected. Any member of the Board of Directors can resign in writing to the President or Secretary, at any time.

3. The Members of the Board of Directors shall not be subject to any personal legal liability for any actions taken by them in that capacity.
4. If any Board member is absent from four (4) consecutive Board meetings, a vote between the Board of Directors may be taken on disciplinary action against the absent member at a subsequent board meeting. Said discipline to be either removal of that member from the Board, or a one-time exemption from this by-law, as determined by the attending members. The exception being the lead scheduler as a non-voting member of the board.
5. Each Board member is encouraged to provide feedback to the Board and suggestions for improvement of their roles. Each board member shall also keep the procedures manual updated with changes to their particular role. Changes shall be submitted to the Board at regular board meetings for approval.
6. It is understood that all voting Board positions are strictly voluntary. Board members shall not realize any financial gain from any activity undertaken on behalf of the GRMGHI or in the performance of their regular duties.
7. The Board shall have control of the affairs of the Association and the primary responsibility for achieving its objectives. The Board shall have the power to appoint such committees, as it considers necessary to assist in carrying out its responsibilities.

ARTICLE 6 - DUTIES OF BOARD OFFICERS

1. President shall:

- a) Preside over all regular Board meetings, Annual General Meeting and General Meetings.
- b) Assist the Secretary to prepare monthly meeting agendas with input from other board members.
- c) Call additional meetings as necessary or when requested to do so by 50% of the Board members.
- d) Act as, or appoint a replacement to act as, GRMGHI representative at meetings of other organizations that require GRMGHI participation.
- e) Appoint a chairperson for Committees struck by the Board, and participate as an ex-officio member of such committees. Where it is deemed appropriate, the President may appoint another Board member to act as his/her replacement on a committee.
- f) Have signing authority on GRMGHI bank accounts with Treasurer, Director of Local League and Director of Competition and Rep
- g) Attend coaches meetings as scheduled by the Director of Local League and/or Director of Competition and Rep.
- h) Collaborate with the General Manager of Hockey Operations and Treasurer to develop an annual budget for the GRMGHI.

2. Past-President (when applicable) shall:

- a) Act in an advisory capacity to the Board.
- b) Assume other responsibilities at President's request.
- c) Stand in for President at meetings and league functions and otherwise assist President as and when required.

3. General Manager Hockey Operations shall:

- a. Lead the activities of the Registrar, Lead Ice Scheduler, Lead Timekeeper and Referee, Director Local League, Director of Competition and Rep, Director of U7 and U9 Programs, Lead Volunteer Coordinator, Director Player Development, Director of Coach Development to execute routine business, activities and programming of the GRMGHI.
- b. Collaborates with the President and Treasurer to develop an annual budget for the GRMGHI.
- c. In collaboration with the President, Director of Player Development and Director of Coach Development to plan a seasonal plan that aligns with Hockey Canada guidance.

4. Registrar shall:

- a) Organize annual registration with assistance from a sub-committee as required, ensuring that arrangements are compliant with OWHA policy.
- b) Ensure that registration information is posted on the website in a timely fashion, and that all of the membership is informed about methods of registration.
- c) Process registration submissions and keep accurate records of players registered in each age category, and make registration lists available to General Manager Hockey Operations, Director Local League and Director of Competition and Rep for try-outs, rankings and team selection or development.
- d) Collect registration fees and pass them on to Treasurer in a timely fashion.
- e) Ensure that all teams are registered on time through RAMP (or similar OWHA mandated platform) and with the OWHA. Registrar is responsible for creating official rosters and ensuring fees are current with the OWHA.
- f) Have a record of all players readily available.
- g) Maintain administrator rights for online registration and electronic game sheet software.
- h) Process volunteer registrations with the OWHA and keep accurate records of all volunteers and make volunteer registration lists available to the Board.

5. Lead Ice Scheduler shall:
 - a) Have the primary responsibility of building the schedule based on guidance received from the Board and the General Manager of Hockey Operations.
 - b) Acts as the primary scheduler for Kitchener Girls Local League games.
 - c) Acts as the primary point of contact for vendors of ice.
 - d) Participates in the execution of the inclement weather and cancellation policy as required.

6. Lead Timekeeper and Referee shall:
 - a) Trains and assigns timekeepers.
 - b) Acts as the primary point of contact for referee scheduling.
 - c) Participates in the execution of the inclement weather and cancellation policy as required.
 - d) Acts as the subject matter expert for recording of game results.
 - e) In collaboration with Treasurer, coordinates payment of timekeepers and referees.
 - f) Coordinate the training of players to become referees.

7. Director Local League shall:
 - a) Act as the main contact between Kitchener Girls Local League and partner associations on Local League matters
 - b) Supervise coaches, convenors, and players to ensure smooth operation of Local League Division, and serve on the Discipline Committee as outlined in Bylaw #5
 - c) In collaboration with Registrar organize teams taking age, calibre, and registration numbers into account.
 - d) Recruit coaches and prepare recommendations for coaching assignments that must be approved by the Board prior to coaches being assigned teams.
 - e) Prepare and distribute team lists and schedules to coaches of Local League (LL).
 - f) Recruit or act as convenor for each division. In the event that a convenor is recruited to fulfil these duties they must be approved by the Board prior to beginning the position.

- g Attend coach's meetings as scheduled in collaboration with Director of Competition and Rep.
 - h Under the Board's Direction, organize a Local League Committee to assist with Local League related issues.
 - i Attend ranking days for LL teams to support coaches and teams, being present for parents and developing community presence as much as possible. Attend at least one practice/game for each LL team over the season.
 - j Lead and support the onboarding for Team Managers of all Local League teams. This includes, but is not limited to, ensuring team managers are given access, directions and instructions for inputting games and tournament info into calendars. Will also act as the subject matter expert for managing rosters and reporting game scores through electronic game sheets.
 - k Keep open communications with Director of U7 and U9 Programs and Director of Competition and Rep to foster a smooth transition from U7 and U9 programming to U11, including a transition to full ice play. This will also include the early identification and training of future Local League coaches.
8. Director of Competition and Rep shall:
- a) Act as the main contact with OWHA for the GRMGHI on matters relating to Competition and Rep level of play.
 - b) Supervise coaches and players to ensure smooth operation of Rep Division.
 - c) Keep coaches informed of all developments pertaining to their teams to include, but not limited to league policy, tournaments, OWHA rulings, schedule changes and disciplinary actions.
 - d) Chair Discipline Committee as outlined in Bylaw #5.
 - e) Under the Board's Direction, organize a Competition and Rep Committee to assist with a selection process to recommend coaches to the Board for approval following interviews, and prior to announcement.
 - f) Ensure all coaches obtain the necessary prerequisites prior to the start of September.
 - g) Lead and support the onboarding and expectations for Team Managers for all Rep teams. This includes, but is not limited to, ensuring team managers are given access, directions and instructions for inputting games and tournament info into calendars. Will also act as the subject matter expert for managing rosters and reporting game scores through electronic game sheets.

- h) Keep open communications with Director of U7 and U9 Programs and Director Local League to foster a smooth transition from U7 and U9 programming to transition to full ice play and U11. This will also include the early identification and training of future coaches.
9. Director of U7 and U9 Programs shall:
- a) Acts as the primary point of contact with U7 and U9 families to ensure a smooth onboarding to hockey programs. Will provide communications to help families understand when the season starts, how the schedule works, and act in a mentorship capacity.
 - b) Provides a liaison between families, the coaches and the Board.
 - c) Lead the recruitment and selection process for U7 and U9 coaches. Will provide recommendations to Board for approval following interviews, and prior to announcement.
 - d) Keep open communication with Director of Competition and Rep and Director of Local League to foster a smooth transition from U7 and U9 programming to transition to U11. This will also include the early identified and training of future coaches.
10. Lead Volunteer Coordinator shall:
- a) Develop and maintain a policy to ensure all volunteers are properly screened and vetted in accordance with OWHA guidelines and policies.
 - b) Develop and maintain a process that assigns player and parent volunteers to support GRMGHI initiatives. This includes, but is not limited to, the assignment of older players to younger age groups for development and practices, community outreach events, tournaments and special projects.
 - c) Schedule volunteers as required and continually assess that volunteers are meeting the user need and that they are being employed as intended.
 - d) Coordinate with the Tournament Direction and Director of Event Planning and Community Engagement to maximize the off-ice experience for the guests of tournaments.
11. Director of Player Development shall:
- a) Working in a committee chaired by the General Manager of Hockey Operations and including the Director of Coaching Development organize, coordinate and execute a development strategy for both the Local League and Rep levels of play as deemed appropriate by the Board.

- b) Attend coach's meetings as scheduled in collaboration with the Director of Local League, Director of Competition and Rep, and Director of U7 & U9 Programs.
- c) Attend development sessions to ensure proper execution and monitor progress.
- d) Coordinate league wide player evaluations as a means to assess competitiveness of the GRMGHI, ensure that all appropriate players regardless of stream or age are considered for Competitive/Rep play.

12. Director of Coach Development shall:

- a) Working in a committee chaired by the General Manager of Hockey Operations and including the Director of Player Development organize, coordinate and execute a development strategy for Local League and Rep coaches as deemed appropriate by the Board.
- b) Ensure that GRMGHI coaches meet OWHA and Hockey Canada guidelines and policies, and where possible exceeded.
- c) Evaluate coaches to ensure that beyond the requisite academic credentials they have the appropriate skating, technical knowledge and alignment to the GRMGHI ethos of Fun, Fitness and Friendship as well as adherence to the Code of Conduct.
- d) Participate in coaching selection committees.

13. Secretary shall:

- a) Record all minutes of, and prepare agendas for Board meetings and Annual General Meeting.
- b) Ensure that all members are notified of meetings.
- c) Provide agendas and copies of minutes to all Board members via email or hard copy prior to meetings.
- d) Ensure meeting rooms are booked well in advance of meetings. When virtual meetings are utilized the associated link(s) and invites will be distributed well in advance.
- e) Maintain an accurate record of all minutes and correspondence both in hard copy and on an approved cloud storage system.

14. Treasurer shall:

- a) Collect and properly record all funds and assets belonging to the GRMGHI.
- b) Pay all accounts upon Board approval by cheque or electronic funds transfer.

- c) Submit statement of cash position and updated income & expense statements at monthly and a full financial report at the Annual General Meeting.
- d) Work with the Lead Ice Scheduler and Lead Timekeeper and Referee to verify all ice, referee and timekeeper invoices.
- e) Ensure all Competition Rep teams' submit financial statements on a yearly basis.
- f) Have financial authority on GRMGHI bank accounts with President, General Manager Hockey Operations, Director Local League and Director of Competition and Rep.
- g) Keeping complete and accurate financial records for all GRMGHI business and transactions.
- h) Ensure that all application forms and reports are properly submitted to all levels of government, as required.
- i) Notify members in writing regarding NSF cheques and/or outstanding fees owed to the GRMGHI and notify President and Board at monthly meetings of outstanding fees.
- j) Be responsible along with the Registrar for membership refunds in accordance with the Board approved refund policy.
- k) Responsible to collect all mail from the post office and disburse accordingly. Back up key to be held by the Registrar.
- l) Work closely with the Registrar to ensure registration numbers and revenue match.
- m) Maintain accounts receivable records and report to President, General Manager Hockey Operations, Director Local League and Director of Competition and Rep. after final instalment of any outstanding amounts.

15. Director of Social Media and Webmaster

- a) Handle all publicity for GRMGHI through local television, newspapers, radio and notices in arenas.
- b) Execute all social media posts (e.g., Facebook & Instagram) including content design using appropriate software. Collect, review and post material submitted by Mustangs families. Routinely post calendar of events, sponsor notices and community engagement activities (supporting local businesses and organizations with cross promotion).

- c) Responsible for updating the website, posting articles and updates as required. Provide access to coaches and team managers for all team sites each season. Provide support to new team managers/coaches on how to add game scores and input games.
- d) Create ads for community guides and edit communications as required.
- e) Collaborate with Board members to ensure key leaders for each team are accounted for and documented on the website. Partner with team managers to amplify their team's sponsors with social media posts, create and maintain a calendar of events.
- f) Establish strong relationship with Director of Event Planning and Community Engagement to support their efforts within the community.
- g) Establish strong relationships with Director of Sponsorship & Fundraising to support their efforts and enhance sponsors businesses.
- i) Participates in the execution of the inclement weather and cancellation policy as required.

16. Tournament Director shall:

- a) Under the direction of the Board act as the principle organizer of any tournaments hosted or operated under the GRMGHI name.
- b) Ensure compliance with OWHA guidelines and policies regarding tournaments.
- c) Ensure agents or vendors used to organize tournaments on behalf of the GRMGHI are compliant with OWHA policies and guidelines.
- d) Coordinate with the Director of Event Planning and Community Engagement and Lead Volunteer Coordinator to maximize the off-ice experience for guests of the tournament.

17. Director Event Planning and Community Engagement shall:

- a) Act as the Board's lead for the GRMGHI to organize off-ice events that foster a sense of greater Mustang cohesion, team spirit and sense of community.
- b) Select year round events for GRMGHI participation that build awareness of the Mustangs brand in the community
- c) Under the direction of the Board act as the lead planner for awards ceremonies or banquets.
- d) Coordinate with the Tournament Direction and Lead Volunteer Coordinator to maximize the off-ice experience for the guests of tournaments.

18. Head Trainer shall:

- a) Assume responsibility for: education, liaison, and support of team trainers, bench staff and the GRMGHI, with regards to health and safety.
- b) Act as the subject matter expert in Rowan Law and main point of contact with Public Health agencies as required.
- c) Maintain trainer kits in cooperation with the Equipment Manager.

19. Director of Sponsorship & Fundraising shall:

- a) Be responsible for recruitment and allocation of sponsors, collection of sponsorship fees, recognizing sponsors immediately following each season.
- b) Develop, submit to the Board for approval and maintain a fundraising policy to coordinate the efforts of the GRMGHI and its member teams.
- c) Seek out grants and lead all submissions.
- d) Lead the coordination of fundraising with individual teams in order to maintain a “One Mustang” approach to fundraising in the community that eliminates multiple requests to the same organization, agency, person or business.
- e) Lead the 50/50 Raffle process and ensure compliance with provincial regulations.

20. Equipment Manager shall:

- a) Ensure that all teams have the necessary pucks, jerseys, socks, equipment bags, goalie equipment, trainer’s kits etc. prior to the season commencing. Ensure all equipment is collected and maintained at the end of each season.
- b) Ensure that equipment deposits are collected and presented to the Treasurer in a timely manner. Maintain system whereby GRMGHI will be reimbursed for league equipment that is lost or damaged while on loan.
- c) Purchase any extra or replacement equipment as directed by the Board. This includes coordination with the Head Trainer to ensure trainers’ kits are properly stocked.
- d) Inform coaches, users’ parents/guardians of the consequences of lost or damaged equipment.
- e) Keep a written inventory of all equipment owned by the association and updates on a regular basis. The inventory shall be updated with the names of the members using the equipment.
- f) Secure a safe storage area for all hockey equipment belonging to GRMGHI.

- g) Submit budget for new equipment purchases or cleaning and repairs of existing equipment to Board for prior approval.