



JOB DESCRIPTION SUMMARY

Executive Committee

PRESIDENT

Shall be the chief executive officer of the Association, and shall oversee and control the affairs of the Association and the activities of the Officers, ensuring all duly approved policies and actions are properly implemented.

When present, shall preside as Chairperson at all meetings of the Association, and shall be entitled only to a tie-breaking vote.

Along with the Secretary, shall sign all constitutional documents and amendments.

Responsibilities:

- oversees the implementation of Board decisions;
- establishes projects and initiatives in support of Board objectives;
- is the official representative with outside agencies such as Hockey Canada, Government departments, and media;
- responds to inquiries from clubs and Board members; providing information, or referring them to appropriate committees or persons, as required;
- attends and chairs monthly Executive Committee meetings, League Meetings (Board of Directors) and the AGM.

VICE-PRESIDENT

Fulfills the duties of the President when that person is absent, or is unable to perform the duties of the office.

Performs other duties as may be assigned from time to time by the President, the Executive Committee or the Board of Directors.

Responsibilities:

- provides support to Board initiatives and projects;
- maintains up to date knowledge of OSHA activities;
- oversees OSHA committees;
- attends monthly Executive Committee meetings, in addition to League Meetings (Board of Directors) and the AGM, as called by the President.

SECRETARY

Shall attend all meetings of the Executive Committee and the Board of Directors, and shall record the facts and minutes of all proceedings.

Shall issue notices and agendas, and prepare, maintain, and distribute minutes of Executive Committee and Board of Directors meetings.

Shall maintain an up-to-date list of member clubs, which will include contact names and email addresses of all member clubs and their representatives.

Shall maintain the official files, and records, of the Association.

Along with the President, shall sign all constitutional documents and amendments.

Responsibilities:

- signs official documents;
- provides assistance in drafting documents, policies, and communiques.
- attends monthly Executive Committee meetings, in addition to League Meetings (Board of Directors) and the AGM, as called by the President.

TREASURER-REGISTRAR

Responsible for the funds and other financial assets of the Association, and for making payments of all approved expenditures.

Maintains and reconciles records of accounts, presents financial position statements at general meetings, and prepares an annual financial statement for the Annual General Meeting.

Administers the insurance program, collects insurance payments, and validates insurance coverage on behalf of the Association.

Maintains a record of dues paid in order to establish "in good standing" status.

Responsibilities:

- establishes and maintains OSHA bank account(s);
- pays all bills in a timely fashion, and maintains record of cheques;
- provides analysis of financial position;
- segregates, and tracks expenditures, of various programs and activities;
- attends monthly Executive Committee meetings, in addition to League Meetings (Board of Directors) and the AGM, as called by the President.

DIRECTORS-AT-LARGE

The three Directors-at-Large will assume responsibilities for specific activities or projects, as agreed to and assigned by the Board of Directors or at a General Meeting of the Association.

Responsibilities:

- provides support to Board initiatives and projects;
- attends monthly Executive Committee meetings, in addition to League Meetings (Board of Directors) and the AGM, as called by the President.