



WOODSTOCK MINOR HOCKEY ASSOCIATION 2023 Nomination Form

I, _____, do hereby offer my name to stand for one of the following positions on the Board of Directors of the Woodstock Minor Hockey Association.

President: The president shall preside at all meetings of the executive committee and all general meetings. He/she may call special meetings of the executive committee as he/she deems necessary. He/she is a signing officer of the Corporation and other legal documents normally requiring the signatures of the President and Secretary and Treasurer. He/she may only vote in the case of a tie vote. He/she may hold accountable and executive member deemed not fulfilling or in breach of their job descriptions or duties.

Treasurer: Shall collect, record, and deposit all revenue of the Corporation's bank account. He/she shall pay all accounts by cheque, countersigned by either the President or Secretary. He/she gives a brief financial statement at the regular monthly executive meetings and shall prepare and arrange for an audit and annual statement of the financial affairs of the Corporation to be presented at the Annual General meeting.

- i. Supervise and verify the receipt of all monies for the Corporation and supervise payment of all accounts by cheque signed by the Treasurer and one of the Secretary of the Chairperson.
- ii. Supervise the maintenance of an accurate record, on the corporation's computer, of all accounts and report as requested and ensure that the Corporation maintains off-site backup copies of such records:
- iii. Maintain a bank account or accounts and attend to preparation of an annual financial statement and projected budget
- iv. **Treasurer should have an accounting certificate and work within the field.**

Director of Rep: Shall oversee the operations of all representative programs and teams for the Corporation, subject to approval of the Board. He/she shall have the authority to enforce the policies and procedures of the Corporation as they relate to the operations of Representative programs and games, subject to approval of the Board. He/she shall act as a liaison between the parent's representatives and the Board.

Programming–Initiation–U5, U6, U7: Initiation Division shall oversee the operation of Recreation Hockey for Fundamentals for peanuts, Tyke and Pre–Novice divisions, for the Corporation. The Director shall recommend, to the Board appointment of Recreational conveners for each division from peanuts to – Pre–Novice. The Director shall have the authority to enforce the Policies and Procedures of the Corporation as they pertain to the operation of recreational Hockey; and perform such other duties and responsibilities as may from time to time be prescribed by the Board of Directors.

Programming – U8, U9: Shall oversee the operation of all House League programs and teams of the Corporation, subject to approval of the Board of Directors. They shall have authority to enforce the policies and procedures as they relate to the operations of the House League, subject to Board approval. They shall approve a Parent Rep for each House League team per guidelines in the Manual of Operations and subject to approval of the Board. They shall act as the liaison between parent representatives and the Board. They shall work with the Coach Mentor, who shall be appointed by the Board. The mentor is an advisor, counsellor, instructor, tutor, or someone to just listen. A mentor is not involved in discipline, coach selection, or other areas that may appear to provide authority over coaches. Mentoring is intended to be a positive relationship between a guide (mentor) and a coach, which enables the coach to become more successful in their coaching skills

Programming – U14, U15, U16–U21: The Director of Programming: Atom/Pewee shall oversee the operation of all House League programs and teams of the Corporation. He/she shall have the authority to enforce the policies and procedures as they relate to the operations of House League, subject to the approval of the Board. He/she shall approve a Parent rep for each House League team per guidelines in the Manual of Operations and shall act as the liaison between parent representatives and the Board. He/she will also work with the Coach Mentor who shall be appointed by the Board. The Mentor is an advisor, counsellor, instructor, tutor, or someone just to listen. A Mentor is not involved in discipline, coach selection, or other areas that may appear to provide authority over coaches. Mentoring is intended to be a positive relationship between a guide (Mentor) and a coach, a relationship which enables the coach to become more successful.

Signed: _____

Date: _____

Address: _____

Phone Number: _____

