**ALMAGUIN GHA – EXECUTIVE ROLES**

**President** - provides direction, delegates responsibilities, and leads by example. He/She ensures important issues are included on the meeting agenda, and chairs meetings. While OWHA governs our policies, the President is a liaison between OWHA and our association. He/She makes sure we are following the OWHA policies and procedures.

**Vice President** – steps into the duties of the President if He/She is not able to fulfill them. The Vice President works with the President to provide direction and lead by example. He/She provides guidance to parents/guardians, team staff, and executive committees and acts as a liaison between each as needed.

**Treasurer** – maintains accurate financial records, reconciling bank transactions and managing accounts payable and accounts receivable. He/She provides regular financial updates at meetings. The Treasurer acts as the head of the budget committee, manages collection of monies, and completes any applicable licenses and paperwork for lottery fund.

**Secretary/General Manager** – prepares and distributes meeting agendas; and records, publishes and distributes the minutes of all meetings. He/She regularly communicates with members, compiles an Annual Report, and prepares the program for our year-end banquet.

**Director of Tournament & League Play** – plans and organizes all aspects of our own tournament (should we have one), the end of year banquet and other association-wide functions.

**Director of Registration** – prepares and publishes the registration form, ensures registration forms are complete (including releases and waivers), provides team managers with up-to-date lists of players and highlights any medical issues that have been made known, and provides copies of relevant documentation as needed. He/She completes online rostering of OWHA players, keeps them up-to-date, and communicates with team managers of changes.

**Director of Equipment** – maintains an inventory of AGHA-owned equipment and Gazelle team jerseys, ensuring each team has adequate goalie equipment and game jerseys. He/She informs the executive of anticipated needs, sources out needed items, and arranges for off-season storage.

**Director of Website, Media and Publicity** - maintains the association’s website, keeping it up-to-date, informative and a positive reflection of our association. He/She co-ordinates newspaper submissions for all teams and for special events, for information and to raise awareness of our association. He/She is also responsible for mass communications.

**Director of Scheduling** – books (and cancels) ice times for practices and games, setting up a fair and equitable schedule and booking alternate or extra ice as needed, and books referees.

**Director of Fundraising** – researches and presents fundraising ideas, organizes fundraising efforts by arranging volunteers, publicizing events within the association and the community. He/She researches and applies for grants that can benefit girls’ hockey and seeks sponsorship for specific items as needed. He/She works with families with funding and/or equipment needs.

**Director of Coaching** – recruits coaching staff for the association, working closely with the President to ensure there are qualified coaching staff assigned to every team, and acts as a liaison between coaches and the executive. The Director of Coaching collects, and ensures accuracy of, documentation from all team staff (including coaching certification, Respect in Sport, Trainer Certification, Criminal Records and Vulnerable Sector Screening, etc.).

**Board Member** – attends meetings and is an active executive member with voting rights.