

# **MWF NEWS**

## **MWF Executive Positions Available**



As per MWF's by-laws, the following positions are open for the 2024/2025 season:

- President
- Vice-President Hockey for Life
- Vice-President Safe Sport
- Director Coach Development
- Director Membership Growth
- Director Hockey Operations

Our volunteers work many hours throughout the year (during the season and the off-season) to ensure our players stay on the ice and in the game. They are the backbone of the association and are committed to their positions. If you are interested in volunteering, please note:

- As a Member of the Board it is assumed that you are committed and dedicated to the growth and development of girls hockey at all levels.
- Members of the Board are required to make time for their position and the roles and responsibilities that fall under their scope.
- There is a requirement to attend a minimum of 80% of the meetings (in-person and virtual). Meetings are typically held every 2 weeks to maintain open communication across the Board (one virtual and one in-person per month). There could be situations where the Board requires additional meetings.

If you are interested in one of these positions and would like to help grow and improve our association, please email us at [admin@metrowestforce.com](mailto:admin@metrowestforce.com) to put your name forward. Prior to the AGM, MWF will provide Members with a list along with a brief bio of those individuals interested in positions.

All Board Members must be voted in by the Members at the AGM (June 2, 2024).

Please see the positions available for the upcoming Season and the roles and responsibilities of each position as per MWF's by-laws. Please note, responsibilities are subject to change based on the needs of the Association.



## **PRESIDENT**

*The President oversees the Executive Committee and Board of Directors and is responsible for ensuring that all aspects of the MWFHA program are being managed accordingly and are meeting the needs of the Members. The President is dedicated to the growth of female hockey at all levels and is responsible for working with Hockey NS and Female Council to ensure MWFHA continues to grow and improve.*

Responsibilities as per MWF's By-laws:

6.10.1. The President is the Chair of the Board of Directors.

6.10.2. The President is accountable for sound governance of MWFHA and good management of MWFHA programs, policies, procedures, activities, and relationships with external organizations. The President is supported in this role by the other Directors on the Board.

6.10.3. The President is the Chair of the Executive Committee. The Executive Committee is responsible for managing all aspects of MWFHA activities, within the authority delegated to it by the Board in these By-Laws, and in Terms of Reference approved by the Board.

6.10.3.1. The voting members of the Executive Committee are the President, Vice President Hockey Standards, Vice President Finance, Vice President Hockey For Life and the Vice President Safe Sport.

6.10.4. The President is a voting member of the Finance Committee.

6.10.5. The President shall Preside at all meetings of MWFHA.

6.10.6. In the case of emergency, the President may exercise all the duties and powers of any Director. Such action shall be referred within seven (7) days to the Executive Committee for approval or rejection

6.10.7. The President is an ex-officio non-voting member of all committees.

6.10.8. The President may, at his/her discretion, order a meeting of any MWFHA committee.

6.10.9. The President shall have signing authority for MWFHA.

6.10.10. The President shall be the official representative to Hockey Nova Scotia and shall attend the General and Special Meetings of Hockey Nova Scotia and relevant Councils.

6.10.11. The President is the official spokesperson and representative of MWFHA

6.10.12. The President shall have custody and approve the use of the official MWFHA Seal.

6.10.13. Upon completion of their term, the President shall be appointed as a non-voting member of the Board to provide advice and assist with the transition period of the new President.

## **VICE PRESIDENT HOCKEY FOR LIFE**

*The VP of Hockey for Life is responsible for managing initiatives promoting players' personal growth. This Member is encouraged to think outside the box to ensure MWFHA continues to be socially responsible, such as association wide Food Drives, and is providing programs that assist in player's wellbeing, such as Mental Health and Nutrition Programs.*

Responsibilities as per MWF's By-laws:

6.13.1. The VP Hockey for Life reports directly to the President.

6.13.2. The VP Hockey for Life is a voting member of the Board of Directors and the Executive Committee.

6.13.3. The VP Hockey for Life is accountable for strategies to help MWFHA achieve its strategic goals related to the growth and development of young women through hockey.

6.13.4. The VP Hockey for Life is the Chair of the Hockey for Life Committee.

6.13.4.1. The Hockey for Life Committee is responsible for managing player growth, education, and development initiatives, ensuring MWFHA programs and policies provide opportunities for personal growth through sport.

6.13.4.2. The Hockey for Life Committee may form standing or ad hoc sub- committees as required for the management of these responsibilities.

6.13.5. The VP Hockey for Life may serve on other MWFHA committees as required.

6.13.6. The VP Hockey for Life shall perform other duties as assigned by the President.

### **VICE PRESIDENT SAFE SPORT**

*The VP of Safe Sport is responsible for managing all aspects of keeping the game of hockey safe (physically and mentally) for players, volunteers and parents, on and off the ice. This Member is also responsible for working with teams to ensure all required certifications are up to date for volunteers.*

Responsibilities as per MWF's By-laws:

6.14.1. The VP Safe Sport reports directly to the President.

6.14.2. VP Safe Sport is a voting member of the Board of Directors and the Executive Committee.

6.14.3. The VP Safe Sport is accountable for anticipating, managing, and mitigating strategic and organizational risks.

6.14.4. The VP Safe Sport is the Chair of the Safety and Risk Management Committee.

6.14.4.1. The Safety and Risk Management Committee is responsible for managing all aspects of organizational risk management, including but not limited to:

6.14.4.1.1. Managing risk related to harassment and bullying

6.14.4.1.2. Managing risk related to health and safety

6.14.4.1.3. Managing risk related to legal liability and contractual issues

6.14.4.1.4. Ensuring compliance with external regulations and bodies

6.14.4.1.5. Managing formal complaint and discipline processes and policies.

6.14.4.2. The Safety and Risk Management Committee may form standing or ad hoc sub- committees as required for the management of these responsibilities.

6.14.5. The VP Safe Sport may serve on other MWFHA committees as required.

6.14.6. The VP Safe Sport shall perform other duties as assigned by the President.

## **DIRECTOR COACH DEVELOPMENT**

*The Director Coach Development is responsible for recruiting, organizing and managing all MWFHA coaches. This Member will work with our Technical Director and our coaches to ensure the needs of our players are being met. The Director Coach Development is relied on during conflicts or issues with coaches.*

Responsibilities as per MWF's By-laws:

6.16.1. The Director Coach Development reports directly to the President.

6.16.2. The Director Coach Development is a voting member of the Board of Directors.

6.16.3. The Director Coach Development is accountable for strategies to provide excellent coaches to lead MWFHA hockey programs in accomplishing the organization's strategic goals.

6.16.4. The Director Coach Development is the Chair of the Coaching Committee.

6.16.4.1. The Coaching Committee is responsible for managing coach selection and development for MWFHA, including but not limited to:

6.16.4.1.1. Selecting coaches for MWFHA teams;

6.16.4.1.2. Recruiting coaches for MWFHA; and

6.16.4.1.3. Providing resources and programs for improving the skills and abilities of MWFHA coaches.

6.16.4.2. The Coaching Committee may form standing or ad hoc sub-committees as required for the management of these responsibilities.

6.16.5. The Director Coach Development is a voting member of the Hockey Standards Committee.

6.16.6. The Director Coach Development may serve on other MWFHA committees as required.

6.16.7. The Director Coach Development shall perform other duties as assigned by the President.

## **DIRECTOR MEMBERSHIP GROWTH**

*The Director Membership Growth is responsible for creating ways to grow our Membership through events and marketing. This Member will also assist in creating branding and developing relationships with sponsors.*

Responsibilities as per MWF's By-laws:

6.17.1. The Director Membership Growth reports directly to the President

6.17.2. The Director Membership Growth is a voting member of the Board of Directors.

6.17.3. The Director Membership Growth is accountable for achievement of MWFHA membership goals, including goals related to diversity and inclusion.

6.17.4. The Director Membership Growth is the Chair of the Membership Growth and Marketing Committee.

6.17.4.1. The Membership Growth and Marketing Committee is responsible for managing all aspects of programs to expand MWFHA membership, including but not limited to:

6.17.4.1.1. Managing and implementing initiatives for membership growth

6.17.4.1.2. Managing and implementing initiatives for increasing the breadth of MWFHA hockey programs

6.17.4.1.3. Managing the MWFHA brand, brand awareness, and relationship with sponsors

6.17.4.2. The Membership Growth and Marketing Committee may form standing or ad hoc sub-committees as required for the management of these responsibilities.

6.17.5. The Director Membership Growth may serve on other MWFHA committees as required.

6.17.6. The Director Membership Growth shall perform other duties as assigned by the President.

## **DIRECTOR HOCKEY OPERATIONS**

*The Director Hockey Operations is responsible for organizing and managing ice schedules, referees and timekeeper, equipment and other duties regarding the management of the MWFHA program. This Member must work with Managers and Coaches to ensure the day-to-day needs of our teams are being met.*

6.20.1. The Director Hockey Operations reports directly to the President.

6.20.2. The Director Hockey Operations is a voting member of the Board of Directors.

6.20.3. The Director Hockey Operations is accountable for ensuring that MWFHA has the hockey infrastructure required to meet its strategic goals.

6.20.4. The Director Hockey Operations is the Chair of the Hockey Operations Committee.

6.20.4.1. The Hockey Operations Committee manages the resources MWFHA requires to play hockey and provide hockey programs, including but not limited to:

6.20.4.1.1. Providing and scheduling referees and timekeepers;

6.20.4.1.2. Providing and scheduling ice and other facilities; and

6.20.4.1.3. Procuring, storing, maintaining and managing MWFHA-owned equipment.

6.20.4.2. The Hockey Operations Committee may form standing or ad hoc sub-committees as required for the management of these responsibilities.

6.20.5. The Director Hockey Operations may serve on other MWFHA committees as required.

6.20.6. The Director Hockey Operations shall perform other duties as assigned by the President.