

	Executive Board		Operations		Operations / Admin Support	
	13 + Past President		# of volunteers varies		1 paid Admin Staff	
Directors	Role	Volunteer Role	Duties	Admin Staff (1)	Duties	
James N	Past President	Advisory/transition, non-voting	n/a	n/a	-	-
	President	External (PCAHA, BCH, CoV, Park Board, HC) / Meeting Chair (agendas/reports) / Appeals / Association policy	n/a	n/a	Association communications support	General association communications
Petra	Vice-President	Operations / Escalation / Discipline, Chair when President not available Create terms of reference/ops manual for all core functions	n/a	n/a	Operations admin support	
Karen	Treasurer	Financial Statements / Reports / Bookkeeping	n/a	n/a	Finance admin support	Cheque requests?
Lana	Registrar	Registration policy, procedures, planning.	n/a	n/a	Registrar operations	Registration, rostering, communications, documentation, TeamSnap, Hockey Canada, BCHA, PCAHA.
James B	Director (Risk/Safety)	Safety policy framework / allocation of safety personnel / Rep at PCAHA,BCH	n/a	n/a	Risk and Safety admin support	Epact rostering
Radha	Secretary	Meeting minutes, records kept, procedure	n/a	n/a	-	-
Dairobi	Director (Officiating)		Referee Scheduling Coordinator?	Officials assignment/communications	-	-
	Director (Coaching)	Policy for on-ice operations, coach training, selection and employment of paid coaches Recruit division coach coordinators for following season in March	Coach Coordinator (U7/U9, U11, U13, U15, U18/U21)	Division On-Ice Operations, Coach training, selection, recommendation. **Should be identified in March for following season**	-	-
Jim T	Director (Player Development)	Evaluations, skill development and camps - pre-season/summer/ spring/in-season (rep and LGS)	Goalie Development Coordinator?	On-ice goalie skill development - use existing goalie dev plan and implement skill dev program?	-	-
Maggie	Director (Managers)	Policy for off-ice team officials (managers/team moms), planning communication /documentation/ training/educating team managers, issues escalation from team managers/div coordinators. Recruit Div Coords for following season in March.	Division Coordinator, Rep Coordinator	Division Off-Ice Operations, Division Comms, Rep Team Intro/Comms **Should be identified in March for following season**	-	-
Felix	Director (Equipment)	Policy/management of association equipment Purchase recommendations	Equipment Coordinator	Equipment distrib/collection, inventory, recommendation	-	-
Liz	Director (Community Engagement)	Association communications and community engagement (Newsletter / Association Comms / Social Media / City of Vancouver / Events) Fundraising?	Fundraising and Events Coordinator?	Events planning / volunteer recruitment. Fundraising coordination - communication to teams about opportunities	-	-
Rob	Director (Ice Allocation/Facilities)		n/a	n/a	Ice Allocation Support (future)	-
General responsibilities:						
Attend PCAHA/Park Board/other committee meetings where required as per role.			Carry out assigned volunteer duties as outlined in Operations guide.		Carry out assigned tasks as per job description	
Attend and participate in VFIHA board meetings			Attend association board meetings where possible		Attend all association board meetings	
Submit a report to board			Possibly submit a report for board meetings if requested.		Attend other meetings where requested	