



# T.A.A.A Policy: Board Roles and Committees

Approved by Board:

Next Review:

---

## 1. Purpose

This policy outlines the roles, responsibilities, and committees of the [Association Name] to ensure clear governance, operational efficiency, and alignment with the Ontario Minor Hockey Association (OMHA), Hockey Canada, and the Ontario Not-for-Profit Corporations Act, 2010 (ONCA).

---

## 2. Board of Directors – Voting Roles

The Board of Directors (the “Board”) serves as the Executive Voting Board and is responsible for governance, strategic direction, and fiduciary oversight. All voting Directors have legal obligations under ONCA.

Position	Primary Responsibilities	Committee Membership
<b>President</b>	Provides overall leadership; chairs Board and AGM; represents Association; ensures compliance with policies and governing bodies.	Discipline Committee
<b>Vice President / Secretary</b>	Assists President; maintains records and correspondence; ensures by-law compliance.	Discipline Committee
<b>Treasurer</b>	Manages financial affairs; prepares budgets and reports; ensures fiscal policy adherence.	–



<b>Overall Hockey Chair</b>	Oversees all hockey programs; coordinates scheduling and operational support.	Hockey Committee
<b>Senior Local League Director</b>	Manages Senior Local League program operations and communications.	Hockey Committee, Tournament Committee (as applicable)
<b>Senior Rep Director</b>	Manages Senior Rep program operations and communications.	Hockey Committee, Tournament Committee (as applicable)
<b>Jr. Hawks Director</b>	Oversees Jr. Hawks program operations and communications.	Hockey Committee, Tournament Committee (as applicable)
<b>Registrar</b>	Handles player registration and records; ensures compliance with OMHA/Hockey Canada.	–
<b>Tournament Director</b>	Plans and executes tournaments; coordinates logistics and volunteers.	Tournament Committee
<b>Equipment Director</b>	Manages team and Association equipment; oversees inventory, distribution, and maintenance.	–
<b>Risk Management &amp; Safety Director</b>	Implements and monitors safety policies; ensures compliance with governing body requirements.	Discipline Committee
<b>Marketing &amp; Communications Director</b>	Oversees marketing, communications, and public relations.	Marketing Committee
<b>Coaching Director</b>	Oversees coach recruitment, certification, and development programs.	Hockey Committee, Development Committee

---



### 3. Non-Voting Roles

Non-voting positions support operational needs but do not have Board voting rights or fiduciary responsibilities.

Position	Responsibilities
<b>Administrator (Admin)</b>	Provides administrative and operational support to the Association, including managing communications, registration support, record keeping, scheduling coordination, and general office duties as assigned by the Board. Position is structured at up to 20 hours per week and compensated by honorarium as approved in the annual budget.
<b>Canteen Coordinator</b>	Manages canteen operations, inventory, and volunteers.
<b>Select Program Coordinator</b>	Oversees select hockey program in collaboration with Development and Coaching Directors.
<b>Player Development Coordinator</b>	Plans skill development programs, clinics, and camps.
<b>Sponsorship &amp; Fundraising Coordinator</b>	Manages sponsorships, fundraising events, and partnerships.
<b>Ice Scheduler</b>	Schedules ice time for teams and events in coordination with Hockey Chair.
<b>Members-at-Large</b>	Serve on at least one committee to provide advisory and operational support; may serve on multiple committees.

---

### 4. Committees

Committees provide operational and programmatic support to the Board. Committees report to the Board but **do not have voting authority** on Board matters unless a Director is serving as a member.

---

#### 4.1 Development Committee



**Purpose:** Supports coaching and player development programs.

**Membership:**

- Coaching Director
- Player Development Coordinator
- Select Program Coordinator

**Optional:** Members-at-Large

---

## 4.2 Hockey Committee

**Purpose:** Oversees hockey programs and operational standards.

**Membership:**

- Overall Hockey Chair
  - Coaching Director
  - Senior Local League Director
  - Jr. Hawks Director
  - Senior Rep Director
- 

## 4.3 Tournament Committee

**Purpose:** Plans and executes Association-hosted tournaments.

**Membership:**

- Tournament Director
- Senior Local League Director
- Senior Rep Director



- Jr. Hawks Director

*For each tournament, one of the three program directors participates depending on the division hosting.*

**Optional:** Members-at-Large

---

#### 4.4 Banquet Committee

**Purpose:** Plans Association banquets and special events.

**Membership:**

- Minimum 3 members chosen at AGM

**Optional:** Members-at-Large

---

#### 4.5 Discipline Committee

**Purpose:** Reviews disciplinary matters and ensures fair application of rules.

**Membership:**

- President
  - Vice President / Secretary
  - Risk Management & Safety Director
  - One of: Senior Local League Director, Senior Rep Director, or Jr. Hawks Director (depending on affected division)
- 

#### 4.6 Marketing Committee

**Purpose:** Oversees marketing, sponsorships, and communications initiatives.

**Membership:**



- Marketing & Communications Director
  - Sponsorship & Fundraising Coordinator
  - One additional member depending on volunteer interest  
**Optional:** Members-at-Large
- 

#### 4.7 Members-at-Large Participation

All Members-at-Large shall:

- Be assigned to serve on a **minimum of one committee.**
  - Have **no voting rights at Board meetings** unless they are also elected Directors.
  - May serve on multiple committees if desired.
  - Participate actively in committee work under the direction of the committee chair.
- 

#### 5. Committee Operations

- Committees operate under Board-approved mandates or policies.
- Committees provide recommendations and reports to the Board.
- Committee composition may be adjusted by the Board as needed.
- Members-at-Large may be appointed to committees for advisory and operational support.