

## **About Halton Field Hockey Club (mission/vision/values)**

### **Vision:**

Be a leader in the sport community, representing field hockey in the region of Halton.

### **Mission**

Halton Field Hockey Club is a not-for profit organization, dedicated to the promotion and development of our sport by:

- providing recreational and competitive programs for children and adults
- pursuing high calibre opportunities for elite players
- fostering the growth of coaches, officials and volunteers
- operating under the guiding principles of FHO/ FHC regulations

### **Values:**

- active lifestyle
- teamwork
- sportsmanship
- personal excellence
- transparency and accountability
- and fun!

## **President (2 year term)**

Position summary: The President is a volunteer position on the Halton Field Hockey Club Board of Directors, and is charged with upholding the Club's Vision, Mission, and Values. This position is responsible for the overall management and growth of the Board of Directors, the Club and its members.

### Board responsibilities

- Call, and when present, chair all meetings of the Board and of the Membership
- Supervise the general business of The Club and act as spokesperson for The Club
- Act in all emergency matters for the benefit of The Club: such actions to be approved by the Board at its next meeting
- Serve as the recognized representative for The Club at meetings of Field Hockey Ontario
- Perform all other duties as required and any other that the Board may assign

## **Secretary (2 year term)**

Position summary: The Secretary is a volunteer position on the Halton Field Hockey Club Board of Directors, and is charged with upholding the Club's Vision, Mission, and Values. This position is responsible for maintaining the records of all the Club's activities.

### Board Responsibilities

- Serve as The Club's Privacy Officer for the purposes of the Personal Information Protection and Electronic Documents Act
- Record or arrange to have recorded the minutes of all Board, Committee, and General and Special Meetings
- Be in charge of all minute books, official records, correspondence and documents of The Club and ensure their accuracy and safe-keeping
- Give all notices required to be given to Directors and Members
- Be responsible for the timely filing of all documents required by the Corporations Act and regulatory agencies
- Make applications for playing fields/facilities
- Process membership applications, maintain an up-to-date membership list, and ensure that members are registered with Field Hockey Ontario
- Perform all other duties incumbent on the office and such other duties as the Board may assign

## **Director, Senior Programs (2 year term)**

Position summary: The Director, Senior Programs is a volunteer position on the Halton Field Hockey Club Board of Directors, and is charged with upholding the Club's Vision, Mission, and Values. This position is responsible for the maintenance, growth, and development of the Senior outdoor and indoor programs for players over the age of 18.

### General responsibilities

- Develop a seasonal plan to recruit members
- Planning and scheduling of each seasonal session
- Maintain registration documentation of all Senior members
- Regular communication with members

### Board responsibilities

- Regularly attend meetings as set by President and Board (monthly, more during peak planning season)
- Provide regular updates on program progress
- Respond with professionalism and in a timely manner to any issues or concerns that arise
- Represent the Board at events and meetings as required
- Report to the membership at the Annual General Meeting

### Support team:

#### Team managers

- Responsible for updating team members on schedules and Club updates
- Dispense uniforms and equipment as necessary
- Maintain regular contact with Director, Senior Programs with regards to any suggestions and/or concerns arising during the playing season

## **Director-at-Large – 2 positions (2 year terms)**

Position summary: The Director-at-Large is a volunteer position on the Halton Field Hockey Club Board of Directors, and is charged with upholding the Club's Vision, Mission, and Values. This position is responsible carrying out duties assigned by the Board with the goals of maintenance, growth, and development of the Club and its membership

### Board responsibilities

- Regularly attend meetings as set by President and Board (monthly, more during peak planning season)
- Provide regular updates on projects as assigned
- Respond with professionalism and in a timely manner to any issues or concerns that arise
- Represent the Board at events and meetings as required
- Report to the membership at the Annual General Meeting

Possible roles and responsibilities (to be determined and assigned by Board of Directors)

#### Boys Program

- Develop a plan to establish a program for boys within the Club
- Develop a plan to recruit new members, coaches, and volunteers
- Planning and scheduling of each seasonal session, in conjunction with Director, Youth Program
- Provide session goals and continuous support to coaches and volunteers

#### Volunteer and Coaches Development

- Work with Field Hockey Ontario and Coaching Association of Canada to provide development programs and certification for coaches and volunteers
  - Ensure that coaches and volunteers meet all requirements for participation
  - Actively recruit new coaches and volunteers
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