



Halton Field Hockey Club
200 North Service Road W.
Suite 1, Unit 450, Oakville, ON L6M 2Y1

www.haltonfieldhockey.com
info@haltonfieldhockey.com

2026 Board of Directors Role Descriptions

All board positions are two-year terms, with 50% of positions up for election in alternating years. These roles are up for election at our 2026 AGM.

If you have questions about any of the roles linked below, please email our Club Chair, Michelle Greenway, at president@haltonfieldhockey.com

- 1. Treasurer**
- 2. Director, Junior Competitive Programs (U12-U18 Thrashers)**
- 3. Director, Youth House League Programs (U10, U14)**
- 4. Director, Senior Recreational Programs (18+)**
- 5. Director-at-Large (Communications and Marketing)**
- 6. Director-at-Large (Sponsorship and Fundraising)**
- 7. Director-at-Large (Player and Coach Development)**
- 8. Director-at-Large (Community Events and Volunteers)**



Treasurer

Role Overview:

The Treasurer is a key volunteer responsible for managing HFHC's financial operations, including budgeting, reporting, and financial compliance. This role ensures that HFHC maintains accurate financial records, operates within its means, and upholds strong financial accountability. They will work closely with an external bookkeeper to ensure HFHC remains financially responsible.

The Treasurer works closely with the Chair and Board to support informed decision-making and the long-term financial sustainability of HFHC.

Responsibilities:

- Attend and actively participate in all Board of Directors meetings and the Annual General Meeting (AGM)
- Present regular monthly financial reports to the Board, including budgets, income, expenses, and cash flow updates
- Prepare an annual budget with revenue and expense forecasts and present to the Board for approval prior to March 31 for the next financial year
- Oversee HFHC's financial position and ensure alignment with approved budgets
- Advise on products, payments, and services where financial savings are possible
- Liaise with the external bookkeeper to ensure accurate and timely financial records
- Review and approve financial statements prepared by the bookkeeper
- Monitor accounts payable, receivable, and cash flow in collaboration with the bookkeeper
- Present year-end financial summaries for AGM reporting
- Ensure HFHC meets all financial compliance and reporting obligations
- Actively support HFHC club-wide events, tournaments, and initiatives in this role.

Qualifications:

- Strong understanding of financial management and budgeting
- Experience with accounting, finance, or nonprofit oversight
- Ability to interpret financial statements and reports
- Strong communication skills for working with external professionals
- High attention to detail and accountability
- Experience working with bookkeepers or accountants is an asset
- Familiarity with not-for-profit governance is beneficial

Time Commitment:

- Attendance at regular Board meetings (monthly or as scheduled)
- Approximately 2-3 hours per week for financial review and liaison duties
- Increased time (up to an additional 8 hrs per month) during:
 - Budget planning periods
 - Registration/season start-up
 - Year-end financial reporting and AGM preparation
- Occasional urgent financial approvals or Board consultations



Director, Junior Competitive Programs (U12-U18 Thrashers)

Role Overview:

The Director of Competitive Programs is a key volunteer leadership position responsible for overseeing the development, organization, and performance of HFHC's four competitive teams (Thrashers). This role focuses on ensuring a high standard of competitive play, strong player development within the competitive stream, and well-organized team operations.

The Director works closely with team managers and coaches, and the Director of Player and Coach Development to ensure alignment with HFHC standards, philosophy, and long-term athlete development goals.

Responsibilities:

- Attend and actively participate in all Board of Directors meetings and the Annual General Meeting (AGM)
- Oversee the structure, organization, and performance of HFHC competitive teams
- Ensure competitive programming aligns with HFHC's mission, values, and development pathway
- Support the planning and execution of competitive and off-season structures, including tryouts, leagues, tournaments, training, and events
- Coordinate with team managers to ensure effective communication, logistics, and roster management with parents (including emails, text messaging, phone calls, and team platforms).
- Ensure appropriate game-day support structures are in place, including injury response coverage where applicable
- Monitor team performance and competitive standards, identifying areas for improvement and growth
- Address operational issues within competitive teams in a fair and timely manner
- Collaborate with other Board members to promote HFHC programming and athlete progression pathways
- Coordinate uniform and equipment ordering and delivery, with the Director at Large
- Support recruitment and organization of competitive team coaches (in collaboration with the Director of Player and Coach Development)
- Work closely with the Director of Player and Coach Development to ensure coaching standards, methodologies, and development expectations are consistently applied across all competitive teams
- Promote a structured, safe, and well-organized competitive environment for all athletes
- Actively support HFHC club-wide events, tournaments, and initiatives in this role.

Qualifications:

- Experience in competitive sport administration or high-performance team environments
- Strong leadership, communication, and organizational skills
- Understanding of team operations and competitive sport structure, with experience in field hockey an asset
- Ability to manage multiple teams, staff roles, and seasonal logistics
- Strong decision-making and conflict resolution skills
- Familiarity with sport safety principles and injury management protocols (asset)
- Commitment to fostering a safe, structured, and development-focused competitive program

Time Commitment:



- Attendance at regular Board meetings (monthly or as scheduled)
- Approximately 8–12 hours per week for program coordination and oversight
- Increased time commitment (up to an additional 8-12 hrs per month) during:
 - Season planning and team formation
 - Tournament and league scheduling periods
 - Peak competitive season operations
- Occasional urgent communication related to team operations or game-day issues



Director, Youth Programs (U10, U14)

Role Overview:

The Director of Youth Programs is a volunteer leadership position responsible for developing, organizing, and delivering HFHC's house league programs for U10 and U14 athletes. This role focuses on creating a positive, inclusive, and development-focused environment that introduces young players to field hockey and supports long-term participation in the sport.

The Director ensures that youth programming is engaging, age-appropriate, well-organized, and aligned with HFHC's overall development pathway and club values.

Responsibilities:

- Attend and actively participate in all Board of Directors meetings and the Annual General Meeting (AGM)
- Oversee the structure, scheduling, and delivery of HFHC youth (house league) programs for U10 and U14 divisions
- Ensure programs align with HFHC's mission, values, and overall athlete development pathway
- Coordinate weekly program delivery, ensuring sessions run smoothly and consistently
- Support recruitment and coordination of volunteer coaches and on-field helpers
- Work with volunteer coaches and program staff to ensure sessions are delivered effectively
- Ensure coaches have access to session plans and organizational support (with technical input and resources provided in collaboration with the Director of Player and Coach Development)
- Timely communication with parents and umpires regarding scheduling, programming updates, and participant experience, including regular mailbox review
- Address parent and participant questions or concerns related to house league programming
- Collaborate with other Board members to support HFHC-wide registration, recruitment, and retention initiatives
- Promote youth participation and encourage long-term engagement in HFHC programs
- Work in close collaboration with the Director of Player and Coach Development to ensure coaching approaches, session content, and development principles are consistent across HFHC programs

Qualifications:

- Experience working with children in a sports or recreational setting.
- Strong organizational and leadership skills.
- Excellent communication and interpersonal abilities.
- Knowledge of youth development principles and best practices in coaching.
- Passion for field hockey and a commitment to fostering a love for the sport in young players.

Time Commitment:

- Attendance at regular Board meetings (monthly or as scheduled)
- Approximately 10-12 hours per week in season and 2-3 hours per week off-season for program coordination and planning
- Increased time commitment (up to an additional 8 hrs per month) during:
 - Season start-up and registration periods
 - Weekly program delivery during the season
 - Clinics, events, and special programming days
- Occasional communication with coaches, parents, and Board members outside scheduled sessions



Director, Senior Recreational Programs

Role Overview:

The Director of Senior Programs is a volunteer leadership position responsible for overseeing HFHC's adult women's recreational field hockey program. This role focuses on promoting lifelong participation in sport, fostering a positive and inclusive environment, and supporting players in maintaining long-term friendships, fitness, and enjoyment of field hockey.

This program is not coach-led and is designed around self-directed play, community, and safe, organized recreational activity.

Responsibilities:

- Attend and actively participate in all Board of Directors meetings and the Annual General Meeting (AGM)
- Oversee the organization, scheduling, and delivery of HFHC senior women's recreational programming
- Coordinate league structure, game schedules, and seasonal programming for senior participants
- Ensure safe, inclusive, and well-organized recreational play sessions
- Communicate regularly with players, umpires, and HFHC leadership regarding scheduling, updates, and program information, including regular mailbox review
- Address participant questions, concerns, or feedback in a timely and constructive manner
- Collaborate with other Directors to promote HFHC programming and support overall club engagement and retention
- Support a positive "sport for life" environment that emphasizes enjoyment, fitness, friendship, and long-term participation
- Ensure field and facility usage is coordinated effectively in collaboration with HFHC scheduling leadership (e.g., Secretary role)

Qualifications:

- Strong leadership and communication skills.
- Understanding of player development principles and best practices.
- Passion for field hockey and promoting lifelong sport participation
- Commitment to fostering a safe, respectful, and welcoming environment for all players

Time Commitment:

- Attendance at regular Board meetings (monthly or as scheduled)
- Approximately 2-4 hours per week in season and 1-2 hours per week off-season for scheduling, communication, and program coordination
- Increased time commitment (up to an additional 8 hrs per month) during:
 - Season start-up and scheduling periods
 - Mid-season adjustments or league coordination
 - Clinics, events, and special programming days
- Occasional communication with players and Board members outside meetings



Director-at-Large (Communications and Marketing)

Role Overview:

The Director of Communications and Marketing is a volunteer leadership position responsible for managing HFHC's public communication, marketing, and digital presence. This includes oversight of the HFHC website, social media platforms, newsletters, and broader community marketing efforts.

The role focuses on promoting HFHC programs, building engagement and community connection, supporting sponsorship visibility, and actively identifying opportunities to grow awareness and participation in the club.

Responsibilities:

- Attend and actively participate in all Board of Directors meetings and the Annual General Meeting (AGM)
- Manage and maintain the HFHC website, ensuring content is current, accurate, and engaging
- Manage HFHC social media platforms, with an expectation of at least 2–3 posts per week during active seasons
- Develop and implement a communications and marketing strategy aligned with HFHC's programs, goals, and seasonal priorities
- Regular monitoring of social media, mailbox, and instant messages
- Maintain a consistent brand voice and visual presence for HFHC
- Create or coordinate basic graphics, photos, and video content for online use
- Create and distribute HFHC newsletters and member communications as required
- Promote HFHC culture, including events, tournaments, travel teams, social activities, and community engagement
- Showcase athletes, coaches, and volunteers through storytelling, features, photos, and video content
- Collaborate with the Sponsorship and Fundraising Director to ensure consistent and visible sponsor recognition across all platforms
- Ensure sponsors and community partners are appropriately highlighted in digital content and communications
- Actively seek community marketing opportunities to increase HFHC visibility, participation, and engagement
- Coordinate with all HFHC program directors to collect stories, updates, and content across divisions
- Support promotion of registration periods, events, tournaments, and club initiatives
- Ensure all communications reflect HFHC's values, tone, and community standards
- Participate in and support HFHC club-wide events, initiatives, and activities as required

Qualifications:

- Strong communication, storytelling, and marketing skills
- Experience managing social media platforms and digital content (required or strong asset)
- Basic website management experience (CMS platforms preferred)
- Ability to create or coordinate visual content (graphics, photos, short videos)
- Strong organizational skills and ability to meet regular posting schedules
- Understanding of branding, tone, and audience engagement
- Ability to work collaboratively across multiple programs and stakeholders
- Creativity and initiative in community engagement and sport promotion
- Experience in communications, marketing, or media roles (asset)

Time Commitment:



- Attendance at regular Board meetings (monthly or as scheduled)
- Approximately 2-3 hours per week for content creation and coordination
- Ongoing weekly commitment during active seasons to maintain posting schedule
- Increased workload (up to an additional 8 hrs per month) during:
 - Registration periods
 - Tournament seasons
 - Clinics, events, and special programming days
- Occasional evening/weekend engagement during live events or tournaments



Director-at-Large (Sponsorship and Fundraising)

Role Overview:

The Director at Large serves as a key member of the executive team, providing strategic guidance and support across various aspects of the Halton Field Hockey Club's operations. The Sponsorship & Fundraising role is responsible for generating and managing financial and in-kind support for HFHC. This role focuses on building relationships with sponsors, developing fundraising initiatives, and ensuring strong visibility and value delivery for club partners.

Responsibilities:

- Attend and actively participate in all Board of Directors meetings and AGM
- Develop and manage the HFHC sponsorship program, including outreach and retention of sponsors
- Meet internal deadlines and secure sponsorship and funding opportunities prior to the start of the season
- Identify and pursue new sponsorship and fundraising opportunities within the community, including grant submissions with regional, provincial, and national organizations
- Coordinate sponsor agreements, benefits, and recognition in collaboration with Communications & Marketing
- Ensure sponsors are appropriately represented across HFHC platforms and events
- Plan and support fundraising initiatives (events, campaigns, partnerships, etc.)
- Maintain relationships with existing sponsors and ensure ongoing value delivery
- Collaborate with all HFHC programs to integrate sponsorship opportunities into club activities
- Documentation and tracking of communication with sponsors and relationship building
- Participate in and support HFHC club-wide events, initiatives, and activities as required

Qualifications:

- Strong relationship-building and communication skills
- Experience in sales, sponsorship, fundraising, grant writing and business development (asset)
- Ability to network within the local community
- Strong organizational and follow-through skills
- Understanding of community sport funding models (asset)
- Passion for field hockey and a commitment to advancing the sport within the community.

Time Commitment:

- Attendance at Board meetings (monthly or scheduled)
- 2-3 hours per week for sponsorship outreach, relationship management, and fundraising planning
- Increased time (up to an additional 8 hrs per month) during:
 - Sponsorship renewal periods
 - Fundraising campaigns or events
 - Pre-season budgeting cycles
 - Clinics, events, and special programming days
- Occasional evening/weekend availability for sponsor meetings or events



Director at Large (Player and Coach Development)

Role Overview:

The Director at Large serves as a key member of the board, providing strategic guidance and support across various aspects of the Halton Field Hockey Club's operations. The Player & Coach Development role is responsible for HFHC's technical development framework, including coach development, coaching standards, and athlete development pathways across all age groups and programs. The Director works closely with coaches and the competitive and house league directors to ensure alignment with HFHC standards, philosophy, and long-term athlete development goals.

Responsibilities:

- Attend and actively participate in all Board meetings and AGM
- Strategic planning of athlete development across recreational and competitive programs
- Develop and oversee HFHC coaching standards and technical development framework
- Support coach recruitment, training, and ongoing development across all programs
- Provide technical guidance to program directors on session planning and athlete development
- Ensure consistency in coaching philosophy across youth, junior, competitive, and senior programs
- Support long-term athlete development pathways within HFHC
- Work closely with program directors to align training content and progression models
- Collaborate with coaches for lesson plans, season goal setting, and athlete development plans
- Evaluate coaching effectiveness and recommend improvements
- Communicate coach training opportunities and support with enrolment and grant applications
- Participate in and support HFHC club-wide events, initiatives, and activities as required

Qualifications:

- Strong field hockey coaching background (highly experienced preferred)
- Deep understanding of athlete development principles
- Leadership experience in coaching education or sport development
- Strong communication and mentoring skills
- Passion for field hockey and a commitment to advancing the sport within the community.

Time Commitment:

- Attendance at Board meetings (monthly or scheduled)
- Approximately 6-8 hours per week in-season and 3-4 hours per week off-season for coach support, program alignment, and development planning
- Increased time (up to an additional 8 hrs per month) during:
 - Pre-season coach planning and onboarding
 - Training framework updates
 - Mid-season evaluations or adjustments
 - Clinics, events, and special programming days
- Regular field presence for coach support, observation, or development sessions



Director at Large (Community Events and Volunteers)

Role Overview:

The Director at Large serves as a key member of the executive team, providing strategic guidance and support across various aspects of the Halton Field Hockey Club's operations. The Community Events & Volunteers role is responsible for building HFHC's community engagement through events, volunteer coordination, and club culture initiatives. This role strengthens the social and community side of HFHC.

Responsibilities:

- Attend and actively participate in Board meetings and AGM
- Plan and coordinate the Thrashers Invitational Tournament
- Plan and coordinate HFHC community events with volunteer leads (street festivals, year-end banquet, Santa Claus Parade, etc.)
- Recruit, organize, and support volunteers across HFHC programs and events
- Maintain volunteer scheduling and engagement systems
- Support club culture and community-building initiatives
- Work with program directors to ensure events align with programming needs
- Coordinate event staffing and logistics in collaboration with the Secretary (facilities)
- Manage club-wide uniform coordination (Recreational and Competitive), including:
 - Coordinating uniform needs and ordering cycles with program directors
 - Supporting the distribution and collection of uniforms
 - Liaising with suppliers for sizing, orders, and reorders
 - Maintaining basic tracking of uniform inventory and distribution
- Participate in and support HFHC club-wide events, initiatives, and activities as required

Qualifications:

- Strong organization and people-management skills
- Experience with volunteer coordination or event planning (asset)
- Ability to manage logistics and multiple stakeholders
- Strong communication and leadership abilities
- Passion for field hockey and a commitment to advancing the sport within the community.

Time Commitment:

- Attendance at Board meetings (monthly or scheduled)
- Approximately 3-4 hours per week for event planning and volunteer coordination
- Increased time (up to an additional 12 hrs per month) during:
 - Tournament weekends and club events
 - Seasonal kick-offs and registration events
 - Major community initiatives
- Some evenings/weekends required for events and volunteer coverage