

**Truro and Are Minor Hockey Association
Policy/Procedure**

SUBJECT Administration	TITLE Non-voting members of the board
Number: 2.6	Approved: January, 2010

POLICY
Roles of the non-voting members of the Board.
PURPOSE
To outline the duties and roles of the non-voting members of the Board.
<u>Registrar</u>
<ul style="list-style-type: none"> • is an employee of the Board who supervises and controls all registration procedures • supplies each of the Division Reps with a copy of all registration slips for their division. • takes payments and receives registration forms at walk in registration • works closely with the Treasurer to ensure all funds are collected and accounted for • makes suitable arrangements for the handling and safe keeping of cash at all times and for its deposit in the bank • receives monies and signs cheques for payment of authorized accounts and presents same to treasurer for co signature • prepares and presents to the board by December 15th of each year, a complete list of members who are in arrears in order to have said players removed from the ice by December 15th. • keep a register of all players registered in TAMHA • co-ordinate all phases of player registration • maintain Hockey Canada online database of players and teams • determines in conjunction with the president and treasurer, the pro-rata refund of any member who must withdraw during the season. • reports to the board at monthly meetings • assigns and pays timers for TAMHA games
<u>Development Coordinator</u>
<ul style="list-style-type: none"> • responsible for the overall direction of the TAMHA's development program • main liaison with coaches for all skill development activities • main liaison with Hockey Nova Scotia's Development personnel • is responsible for registering Association Coaches for appropriate training courses as mandated by HNS.

- responsible for outlining the budgetary requirements for the overall development program
- provide the leadership within the Association to achieve the program objectives
- prepare a weekend schedule of the yearly HNS development weekend
- reports to the board at monthly meetings

TAMHA/2010