

Proposed changes to the NGHA Constitution are below in yellow. Not depicted here is the removal of all references to the ODWHA (Ottawa District Women's Hockey Association) which no longer exists and can be struck from the Constitution:

3.3 Election and Term

e. Any voting member of the NGHA may be nominated for a vacancy on the Board of Directors, with the exception of President and Vice Presidents **Programs and Operations** who shall have served on the Board of Directors for at least one year prior to taking office as President or Vice President.

3.4 Qualification of Officers and Directors

c. No person may be nominated for, acclaimed to or elected to the positions of President, Vice President **Programs, and Vice President Operations** unless that person has been a senior member of the NGHA for at least two years and has been on the NGHA Board of Directors for at least one year prior to taking office as President or Vice President.

d. No person may be nominated for, acclaimed to or elected to the position of **Vice President Finance** unless that person holds a recognized accounting designation or have considerable relevant experience in the accounting and financial management fields. Prior to taking office, the incoming Board must verify and approve the qualifications of the **Vice President Finance**.

3.2. Composition of the Board

The Board will consist of **twelve (formerly eleven)** Officers and Directors until the adjournment of the next Annual General Meeting.

The Board shall be comprised of the following Officers:

- a. President
- b. Vice President – Operations
- c. Vice President – Programs
- d. **Vice President – Finance (formerly Treasurer)**
- f. Registrar
- g. Secretary

And the following Directors:

- a. Two (2) Competitive Directors
- b. Two (2) House League Directors
- c. Policy, Risk and Safety Director
- d. **Administration Director (NEW)**

3.5. Duties of Officers

The President, Vice Presidents, **Treasurer**, Registrar and Secretary shall be Officers of the Corporation.

- b. Vice President – Operations

The duties and responsibilities of the VP of Operations shall include:

- Knowledge of NGHHA constitution, all NGHHA policies and procedures and of the OWHA Constitution, By-Laws, Regulations and Rules
- Work closely with the Directors to ensure the smooth operation of programs within the NGHHA
- Oversee all non – program operations within the NGHHA including purchasing and scheduling of ice, referees, NGHHA tournament, policy, risk, safety and discipline.
- Oversee volunteer positions including timekeeper coordinator, tournament director, manager liaison, etc.
- Attend OWHA and League Meetings
- Collect team ice payments

d. Vice President Finance (formerly Treasurer)

The duties and responsibilities of the Vice President Finance shall include:

- Knowledge of NGHHA constitution, all NGHHA policies and procedures and of the OWHA Constitution, By-Laws, Regulations and Rules
- Retain and oversee a bookkeeper that will be responsible for keeping full and accurate accounts of all receipts and disbursements of the NGHHA. The VP Finance may delegate authority to manage receipts as appropriate
- Deposit all monies or other valuable effects in the name and to the credit of the NGHHA in such bank or banks as may be designated by the Board of Directors. The VP Finance may delegate authority to make deposits as appropriate
- Disburse the funds of the NGHHA under the direction of the Board of Directors
- Report to the Board of Directors at its regular meetings, or whenever otherwise required by the Board of Directors, an account of all financial transactions and the current financial position of the NGHHA
- Prepare an annual budget and financial statement to be presented at the Annual General Meeting
- Ensure that a review engagement or financial audit of the NGHHA is performed in a timely manner after the end of the fiscal year
- Main contact for auditors and current accounting system
- Update NGHHA financial policies and procedures
- Oversee financial assistance policy and process

3.6. Duties of Other Directors

The Competitive Directors, House League Directors, Policy, Risk and Safety Director, and Administration Director shall be Directors of the Corporation.

****NEW****

e. Administration Director

The duties and responsibilities of the Administration Director shall include:

- Knowledge of NGHA constitution, all NGHA policies and procedures and of the OWHA Constitution, By-Laws, Regulations and Rules
- Work with other Directors to communicate programs, operational needs and policy updates
- Share information with NGHA members
- Recruit and oversee a Sponsorship Coordinator to support on sponsorship agreements and delivery
- Lead on external communications: web, social media, newsletters and more
- Support VP Programs with surveys and key messaging
- Promote NGHA content: team successes, social responsibility and NGHA information
- Liaise with Registrar and Directors about NGHA program requirements and efficiencies
- Provide NGHA Board with updates on all areas of Administration