**Duties of President**

* Chief operating officer of the Corporation and, subject to the authority of the board, shall have the general supervision of the business and affairs of the Corporation and shall have such other powers and duties as the board may specify.
* Be a member of all standing and special committees, as well as the discipline committee.
* Be responsible for the preparation of the annual budget for presentation to the Board for approval.
* Preside at all meetings of the WGHA Executive Board and at all other general meetings of the WGHA or assign a designate.
* Be responsible for and represent the WGHA at all times.

**Duties of 2nd VP**

* Oversee the House league program, and shall be responsible for Peewee, Bantam, Midget and Intermediate divisions, including recommending to the Board the actual number of House league teams.
* Be a member of the discipline committee, and the Coaching Selection Committee.
* Co-ordinate with the Referee-In-Chief to ensure referees are booked for each game, and shall oversee timekeepers.
* Take on the duties of the President if the President and 1st VP/GM Hockey Operations are absent or unable to carry-on with their position. Upon Executive Board Approval
* Address parental concerns.
* Review with all coaches the WGHA Code of Conduct prior to the beginning of each season.
* Chair the committee to run the year end banquet.

**Duties of Treasurer**

* Have a recognized accounting designation, provided that if no-one is nominated, the Board may appoint a treasurer who has equivalent related experience until the next AGM.
* The treasurer shall keep, or cause to be kept, proper accounting records as required by the Act; shall deposit, or cause to be deposited, all monies received by the Corporation in the Corporation’s bank account; shall, under the direction of the Board, supervise the safekeeping of securities and the disbursement of the funds of the Corporation; and shall render to the Board, whenever required, an account of all transactions and of the financial position of the Corporation.

**Duties of Director of Coach and Player Development**

* Coordinate all player, coaches or trainers certification clinics hosted by the WGHA
* Be responsible for developing all coaching applications
* Assist the 1st VP/GM Hockey Operations to develop coaching selection criteria to be approved by the Executive Board
* Be a member of the Coaching Selection Committee
* Ensure all coaching staff have their required minimum certification of their respective positions as required by the WGHA and OWHA
* Ensure ALL coaching staff submit their police checks to the Secretary prior to league startup
* Provide development information to coaches and players
* Develop and obtain approval of the Executive Board a WGHA coaching philosophy.
* Have the authority to approve and/or dismiss coaches, assistant coaches, managers or trainers subject to the approval of the Executive Board.
* Develop, manage and correlate parent and player surveys.
* Must obtain a minimum of two (2) quotations for all coach & player development programs for approval by the Executive Board
* Consult with the 1st VP and the 2nd VP regarding their program needs.
* Be a member of the discipline committee.

**Duties of Equipment Director**

* Be responsible for the acquisition and inventory control of all inventories belonging to all WGHA teams
* Shall submit to Board a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season
* Shall submit to Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract
* Obtain and submit a minimum of two (2) quotations for house league and representative team jerseys and socks for approval by the Executive Board as required
* Purchase any such equipment after a proposal to the Executive Board has been accepted
* Be responsible for the issuing of all WGHA equipment
* Coordinate all trophies and awards.

**Duties of Clothing Director**

* Be responsible for designing the clothing order form
* Be responsible for bringing new clothing items to the Executive Board for approval
* Be responsible for arranging clothing sales dates and times
* Be responsible for arranging delivery of clothing items to customers
* Be responsible for the WGHA “logo”
* Be responsible for ordering clothing from authorized supplier only
* Shall submit to Board a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the next season
* Shall submit to Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract

**Duties of Director of Public Relations**

* Be responsible for all WGHA publicity and related correspondence
* Be responsible for a communication and promotional strategy for the organization and oversee activities related to the strategy
* Shall submit to Board a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season
* Shall submit to Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract
* Be responsible for maintaining WGHA social media
* Be responsible for updating the WGHA bulletin board and showcase.
* Be responsible for publishing all WGHA statistics.
* Assist the Secretary with arrangements for the AGM
* Maintain and update the WGHA website, or provide two (2) quotations for the same from outside sources

**Duties of Tournament Director**

* Chair and coordinate a committee to run an annual OWHA sanctioned representative tournament
* Submit to Board a budget, for the upcoming season, which upon approval will be incorporated into the cost per player for the new season
* Submit to Board approval for expenses or contracts beyond the approved budget separately for approval prior to the Association being committed to the expense or contract
* Submit all pre and post paperwork for WGHA sanctioned tournaments to the OWHA.