



Duties of Officers

The President

The President shall:

- Preside, when possible, at all General Meetings of the Society, at all meetings of the Board Executive, at all meetings of the Board of Directors. He/she shall have the right to cast a deciding vote in the event of an equal vote on any motion at any meetings;
- Exercise a general supervision and control over the officers and business of the Society, and may appoint special committees to consider and report on any question which may be presented from time to time;
- Be an ex-officio member of all committees of the Society of which he/she is not an official member;
- Be a signing officer of the Society;
- Draw up in association with the Executive Director the agenda for all major meetings of the Society;
- Represent the Society at all meetings of other associations or federations or other bodies but may appoint a Society representative at his/her discretion;
- Be responsible for overseeing the employees of the Society;
- Preside and make presentations at all tournaments and functions sponsored by the FHBC and shall represent the Society at Field Hockey Canada meetings, Board of Control, Conferences and functions as may arise;
- In the event of absence due to work commitments, illness or inability to perform his/her regular activities, the President shall delegate responsibility to the Vice-President (in his/her absence, an appropriate Director), who thereafter shall undertake the President's duties;
- Provide an annual report to the membership at the Annual General Meeting indicating the progress made and the state of the game over the preceding year;
- Be a current member of the Society.



Duties of Officers

The Finance Director

The Finance Director shall:

- Have oversight in the receipt and expenditure of all monies of the Society;
- Be the chief signing officer of the Society;
- Keep a just true account, in the name of the Society, of all monies received and paid out, and of any and all financial transactions of any and every kind whatsoever, including, always, a full and complete statement of the credits and liabilities of the Society;
- Arrange for the deposit all funds of the Society in a Chartered Bank of Canada under such accounts as may be deemed necessary, in the name of the Association;
- Undertake to invest funds of the Society, in accordance with instructions of the Board Executive, in a manner likely to accrue to the advantage and benefit of the Society;.
- In association with the Executive Director, draw up and submit, at the beginning of the fiscal year, an operating budget of the Society, based on estimated revenues and expenditures;
- Submit a financial statement to Board meetings as and when called upon;
- Submit a financial report to the Annual General Meeting of the Society;
- Ensure that the books of the Society are properly audited at the end of the fiscal year;
- Immediately following the Annual General Meeting of the Society, inform the Bank in which Society accounts are kept of the names and addresses of the signing officers of the Society, who shall be the Finance Director, the President, the Vice-President and the Executive Director.
- Assist the Executive Director in the preparation of a final Budget submission to be presented to the Board Executive for approval and subsequently to the appropriate provincial government ministry in accordance with the policies, procedures and requirements of the Province;

- Act as a chairman of and appoint Society members to the Finance Committee, and, as such, be responsible for the application for and the disbursement of all grants of monies received by the Society from the Government of British Columbia or from any other grant-awarding institution. The Finance Director may appoint a Financial Assistant from among the Association members to assist him/her in the execution of the aforesaid responsibilities;
- Serve as a member of the Society Board of Directors and hold current membership to the Society;
- Perform such duties as may be determined from time to time by the Board;
- Assist the President in the duties of his/her office;
- Liaise with the Executive Director and Accounts Manager where appropriate;

Standing Committees

Finance Committee

MEMBERSHIP:

- The Finance Committee shall consist of the FHBC Board Executive Committee Membership (Finance Director (Chair), President, Vice-President, Board elected member). Other members may be co-opted to the committee if desired.

MEETINGS:

- The Finance Committee shall meet at least three times per year to prepare grant submissions, allocate funds and recommend policies as required.

COMMITTEE RESPONSIBILITIES:

- Prepare submissions to the Provincial Government.
- Recommend allocation of funds received.
- Recommend membership fees to be set at the Annual General Meeting.
- Recommend budget policies with regard to travel expenses, meal allowance, honoraria, etc.
- Review staff salaries annually.
- Recommend the annual scale of registration fees for all FHBC tournaments for presentation with the budget.



Duties of Officers

The Business Development Director

The Business Development Director shall:

- Promote the sport of field hockey and Field Hockey BC throughout the province of British Columbia, and, where relevant in conjunction with the appropriate bodies, outside of BC;
- Act as Chairperson of, and appoint Society members, to the Business Development Committee;
- Play a leading role in the long-term promotion of the sport in BC and develop a long-term business strategy in line with the long-term vision for Field Hockey BC and its partners;
- Responsible for overseeing business sponsorship, marketing and publicity agreements at all Field Hockey BC, FIH, PAHF, Olympic, National, and Provincial Events.
- Ensure that all business agreements conform to Field Hockey BC standards and do not conflict with existing Field Hockey BC sponsorship contracts.
- Be responsible for the oversight of any sponsorship agreements as they relate to Field Hockey BC and its representative programs;
- Liaise with the Executive Director where appropriate, and specifically in the:
 - Production of Promotional Resources
 - Development of the Calendar for Promotional Events
 - Bid Processes
 - Project Planning
- Serve as a member of the Society Board of Directors and be a member in good standing of the Society;
- Assist the President in the duties of his/her office;
- Perform such duties as may be determined from time to time by the Society Board of Directors or the Board Executive Committee.

Business Development Director

Sub-Committee

A BUSINESS ADVISORY COMMITTEE FOR FIELD HOCKEY BC

To assist in the long term development and realization of building a home for field hockey in BC the following is proposed to operate in compliment and support of the Board of Directors of Field Hockey BC.

Field Hockey BC Business Advisory Committee

Purpose

To provide Field Hockey BC with insights, advice, and counsel on fund development, business development, and advancing the sport of field hockey in the province of BC.

To assist the Business Development Director in establishing short and long term fund raising goals, priorities and strategies.

To provide strategic input on the creation, implementation and establishment of a Capital Campaign to build and operate world class training and playing facilities, which will enable BC to lead the country onto the world field hockey stage.

To assist and work in partnership with Field Hockey Canada's business and funding development programs.

Structure

Comprised of not more than seven external community and business leaders
Chaired by the Business Development Director, Field Hockey BC
Reports Annually to the Board of Directors of Field Hockey BC
Meets a minimum of three times each year

Rationale

It is our responsibility to put Canada on the podium of both the world championships and Olympics and in doing so capturing the imagination of the youth of our province to dream. To achieve this we must build a home for field hockey the world would be proud to come and play at.



Duties of Officers

The Coaching Director

The Coaching Director shall:

- Provide strategic and policy oversight targeted at the promotion of formal coach education course delivery (NCCP) and other instructional activities throughout BC for the development of coaches;
- Promote and encourage the development and circulation of instructional materials for coaches (professional development for coaches);
- Assess the strategic merit in offering a formal provincial coach mentorship and coach talent identification pathway;
- Liaise with the FHBC Executive Director and associated FHBC staff, where appropriate;
- Liaise with the FHC Coach Education lead where appropriate;
- Assist the President in the duties of his/her office;
- Perform such duties as may be determined from time to time by the Board;
- Serve as a member of the Board of Directors, be a member in good standing of the Society, and wherever possible:
 - Attend all FHBC Board Meetings (approximately 4 annually)
 - Attend the FHBC AGM (held in the calendar month of February annually)
 - Attend the FHBC Voluntary Contribution and Annual Awards Dinner (held in the calendar month of November annually).

Standing Committee - Coaching Committee

Responsibilities:

- Assist in the development of a strategy to recruit people into coaching;
- Provide coaches with up-to-date coaching resources;
- Implement the mandatory coach certification levels, as appropriate;
- Consider innovative ways in which to further the coach educational learning experience;
- Consider a mentoring and talent identification process/program within FHBC programming;
- Ensure that coaches are duly recognized (coaching awards).



Duties of Officers

The Umpiring Director

The Umpiring Director shall:

- Be responsible for the strategic oversight in the promotion of umpire education, the FHBC umpire mentorship program and other instructional activities for the training and rating of umpires;
- Encourage and promote throughout BC the attainment of Field Hockey Canada Umpires Ratings;
- Promote and encourage the development and circulation of instructional materials for umpires;
- Liaise with Community Club and Regional Association Umpiring Representatives (as deemed appropriate);
- Act as Chairperson of, and appoint Society members to, the FHBC Umpiring Committee;
- Assist the Finance Director and/or Executive Director in preparing submissions for the officiating program to the Provincial Government (as required);
- Assist the President in the duties of his/her office;
- Perform such duties as may be determined from time to time by the Board Executive;
- Liaise with the FHC Technical Committee, where appropriate;
- Assist the Director of Finance and/or Executive Director in the preparation of Budget estimates relative to umpiring clinics and related promotional efforts;
- Liaise with the Executive Director and associated staff, where appropriate;
- Serve as a member of the Board of Directors, be a member of the Society, and:
 - Attend all FHBC Board Meetings (approximately 4 annually)
 - Attend the FHBC AGM (held in the calendar month of February annually)
 - Attend the FHBC Voluntary Contribution and Annual Awards Dinner (held in the calendar month of November annually).

Standing Committees

FHBC Umpiring Committee

Responsibilities:

- Ensure that each major area of the province (Lower Mainland/Island/Interior) is represented on the Committee;
- Provide strategic oversight to the FHBC Umpire Mentorship and Talent Identification Program;
- Encourage umpires to become certified and progress within the National Umpire Certification Program;
- Develop assessors in all areas of the province, targeting and thereafter sustaining two assessors in each recognised club;
- Develop learning facilitators in each major area of the province;
- Keep membership informed of rule changes and interpretations;
- Maintain standards consistent with the National Certification Program.