



## Manual of Operations

Title: Directors Roles and Responsibilities	Number: MO-01-02
Source: WGHA Board	
Approved By: WG HA Board	Date Approved: June 2014 Date Last Reviewed: March 2016; February 2024

The WGHA Directors are accountable for a variety of governance and management responsibilities. The roles and responsibilities can be split into the following main areas:

- Determining the WGHA's Vision, Mission, Guiding Principles and Strategic Direction
- Monitoring the WGHA's programs and services to ensure alignment with Vision, Mission, Values and Strategic Direction
- Understanding the WGHA's internal and external environments
- Ensuring adequate resources are allocated and managed to meet the Vision, Mission, Guiding Principles and Strategic Direction
- Approving the Annual Operating Plan
- Acting as ambassadors and advocates for the WGHA and the sport of female hockey
- Assessing its own performance
- Determining areas of risk for the WGHA and taking action as appropriate

The Board of Directors is comprised of up to fourteen (14) Directors. At the first meeting of the Board following the Annual Members Meeting, the Board appoints 4 Officers (President, Vice President, Treasurer and Secretary).

The remaining Directors may be appointed to carry out portfolio responsibilities as:

- Representative Hockey
- House League Hockey
- Fundraising
- Concerns and Support
- Marketing/Communications
- Sponsorship
- Coaching and Player Development
- Officials
- Scheduling



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- Any other portfolio that the Board deems appropriate to advance the objectives and strategic priorities of the WGHA.

The responsibilities of each individual Director include:

### General:

- Know the WGHA and the sport of female hockey well
- Support and enhance the mission, purpose, and goals of the WGHA
- Take leadership roles, special assignments willingly and enthusiastically
- Understand and follow WGHA policies, procedures and adhere to the Director roles and responsibilities guidelines and code of conduct
- Ensure that meeting materials are received in advance of the meeting so decisions can be considered. If important information is lacking, the decision should be postponed until more information can be obtained.
- Keep personal copies of key documentation and minutes of controversial meetings.
- Bring a sense of humour to the Board's deliberations
- Exercise the utmost good faith in all dealings with and for the WGHA and be prepared to prove good faith if necessary
- Suggest suitable nominees for Board membership
- Follow trends in the WGHA's fields of interest
- Participate in educational opportunities

### Expectations:

- Attend at least 75% of Board and assigned Committee meetings annually
- Prepare for and participate in meetings fully; if meetings must be missed, be certain that a valid reason has been conveyed to the Committee Chair, and/or the President as appropriate
- Ensure that meeting minutes accurately reflect the business conducted and decisions made
- Register dissent when in major disagreement with Board action: be



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- certain that it is made a matter of record in the minutes of the meeting
- Ask timely and substantive questions consistent with their conscience and convictions, while supporting the majority decision
  - Serve on at least one committee as assigned by the Board
  - Maintain confidentiality
  - Conduct oneself in a professional manner at WGHA events and in interactions among all Board directors, WGHA members, and volunteers
  - Conduct oneself in an ethical manner and not use, for personal gain or for the gain of others, confidential information shared during the term of service. Share concerns relating to the Board, members, and volunteers in a prompt, proactive, and professional manner.
  - Suggest agenda items to address policy related issues
  - If during the course of a Director's term, the Director finds that he/she is no longer able to be a responsible and positive contributor to the WGHA board, the Director will take it upon him/herself to discuss alternatives with the WGHA President. A voluntary resignation may follow this discussion.

### **Relationships with President:**

- Provide support and guidance to the President
- Inform President of change in ability to fulfill Board commitment which may affect the Board's ability to govern

### **Avoid Conflicts:**

- Serve the WGHA as a whole rather than any specific constituency
- Avoid any conflict or appearance of conflict; declare any real or perceived conflict of interest when the issue arises. Avoid voting, participating in or influencing the decision-making process. Have your disclosure recorded in the meeting minutes.
- Maintain independence, objectivity, sense of fairness, and ethical personal integrity



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- Never accept or offer gifts from or favours to those who do business with the WGHA

### **Stewardship Responsibilities:**

- Read, understand and exercise prudence with respect to the WGHA's financial statements, strategic directions, and Board goals.

### **Position Specific Responsibilities**

**Appendix 4 Directors Responsibilities** outlines the specific duties and accountabilities for each director role named above.

**MO-1-03 Officers Roles and Responsibilities** outlines the specific duties and accountabilities for each officer role named above.