

TERMS of REFERENCE

REGIONAL OPERATIONS COUNCIL (ROC)

Mandate: Represent the best interests of all hockey within the Region.

Key Duties: The Regional Operations Council will perform the following key duties.

- Continually be concerned that all Councils, Commissions and Committee members in their Region set yearly objectives that are reasonably attainable
- Monitor these (HNB) programs in their particular Region and discuss with Council, Commission or Committee Chair's the progress in the Region

Authority: The Regional Operations Councils will exercise their authority in accordance with the Hockey Brunswick Bylaw 6, Operations Manual and such additional provisions as are set out in the Terms of Reference.

Composition: Each ROC will consist of a Chair and a maximum of 6 members eligible to vote at the Hockey New Brunswick Annual General Meeting. Of the 6 members, each ROC is required to have a Senior, Minor, Female and Officials Representatives. Any remaining positions within the ROC are appointed by the ROC Chair. Appointments shall be a 2-year term and members may be re-appointed.

- The ROC Chair shall be duly elected by the ROC representatives in their Region. Elections shall be held in even and odd numbered Regions on alternate years.
- Election of the ROC Minor representative shall be held in even and odd numbered Regions respectively and shall be elected by secret ballot of all registered associations and clubs from their Region.
- Election of the ROC Official representative shall be held in even and odd numbered Regions respectively and shall be elected by secret ballot of senior registered officials from their Region.
- Election of the ROC Senior representative shall be held in even and odd numbered Regions respectively and shall be elected by secret ballot of registered senior teams from their Region
- Appointment of the ROC Female representative shall be held in even and odd numbered Regions respectively and may be reappointed.
- At Large Appointments by the ROC shall be held in even and odd numbered Regions respectively and may be reappointed.

Meetings: The Regional Operations Council shall meet quarterly during the hockey season.

- 3rd Thursday of September
- 3rd Thursday of November
- 3rd Thursday of January
- 3rd Thursday of March
- 3rd Thursday of May

Resources: The Regional Operations Council will receive the necessary resources from Active Communities Branch, Department of Healthy and Inclusive Communities. They will also receive the necessary administrative support from the HNB office.

Funds that are received through the Profile process to the Department of Healthy and Inclusive Communities must be spent within the Region to assist the on-going development of the sport of hockey in the Region. Following are some events that are deemed acceptable:

- Planning and organizational meetings for the sport of hockey in the Region.
- Clinics which promote the education and skills of the Coaches in the Region.
- Clinics which promote the education and skills of the Officials Council in the Region.
- Forums, seminars that involve the hockey milieu of the Region in the context of information, instructions, evaluations, promotion of hockey.
- Events which are designed to promote "injury free" hockey for the Region.
- Regional Funding as provided through the Sport and Recreation Branch Profile System must be applied for as per the guidelines outlined in the HNB Fiscal Policy Manual.

Reporting: The Regional Operations Council will report their activities and actions on behalf of Hockey New Brunswick through the Regional Operations Council Chair to the Board.

ROC CHAIR RESPONSIBILITIES

Mandate: To call regular meetings of the ROC that will allow each Council, Commission, and Committee member to report on the present status of their Council, Commission or Committee as it pertains to their Region.

Key Duties: The ROC Chair will perform the following key duties.

- Ensure the implementation of the HNB objectives, HNB Board of Director discussions and constitutional compliance of each HNB Council and Commission as required within each Region (By-Law 6.2-a).
- Apprise the HNB Board of Directors of the state of hockey in their respective Region, Council or Commission and to bring forth any concerns or problems that apply to the HNB Board's mandate.
- Continually be concerned that all Councils, Commissions and Committee members in their Region set yearly objectives that are reasonably attainable.
- Monitor programs in their particular Region and discuss with Council, Commission or Committee Chair's the progress in the Region.
- Convene quarterly meetings of all HNB Council, Commission and Committee representatives within their Region to hear operational concerns, set annual priorities, monitor performance and report same to the President (By-Law 6.2-b).
- Keep in close contact with the Regional Consultant, Active Communities Branch, Department of Healthy and Inclusive Communities
- Apply for and administer annual operational grant from Province of New Brunswick, Department of Healthy and Inclusive Communities The ROC Chair shall also serve as a HNB Board member. Be prepared to serve on HNB committees, as requested by the President. Ensure that each Council or Commission is holding meetings within the Region.
- Ensure that each Council and Commission maintains a steady representation number on the ROC.
- Ensure the ROC representatives attend HNB'S Annual General Meeting.

- Prepare a Regional Sports Profile including all Councils, Commissions and Committees of hockey for the Region.
- Discuss issues at the Regional level. If not resolved, notify Council Chair, Commissioner and/or the HNB Executive Director.
- Follow up controversial problems by calling the HNB President.
- Prepare quarterly financial reports to submit with ROC meeting minutes.
- Represent their Region at the HNB Board Meetings.
- Distribute information to ROC representatives.
- Encourage new registrations from within the Region.
- Be visible and attend games, tournaments and practices.
- Be informed of all hockey within Region – get involved! Annual completion of Regional Profile Submission.