

HNB Minor Council Chair – Role & Responsibilities

Mandate: To foster, encourage, promote, improve, manage, and administer all non-elite male and female organized minor hockey within the Province of New Brunswick in the following divisions: U18, U15, U13, U11, U9 and U7.

Key Duties: The Minor Hockey Chair will perform the following duties:

- Preside over all meetings of Minor Council
- Prepare meeting agenda focused on Minor Council responsibilities
- Ensure meetings are efficiently managed and decision making is transparent
- Ensure conflict of interest issues are addressed sensitively and constructively
- Ensure Minor Council and individual representative self-assessments are conducted annually
- Proof and approve the meeting minutes prior to their distribution
- Provide council members with updates on actions taken with respect to their recommendations
- Oversee supplemental discipline and Video Review submissions for Minor Hockey
- Other duties as may be assigned by the Board from time to time

Authority: The Minor Hockey Council Chair will exercise their authority in accordance with Hockey New Brunswick Constitution Bylaw Subsection 305.

Composition: The Chair shall be elected in even-numbered years from the NBMHC Executive Committee, by secret ballot of all registered associations, clubs and league delegates eligible to vote and NBMHC Directors attending the NBMHC Annual General Meeting. If the person elected Chair is a District Director, that district should elect another District Director (Section 304.1.a)

Resources: The Minor Council Chair will receive the necessary resources from Hockey New Brunswick to fulfill their mandate. He or she will also receive the necessary administrative support from the HNB office.

Reporting: The New Brunswick Minor Hockey Council Chair will report to the Board.

Time Commitment / Meetings:

- Minimum of three face to face Hockey New Brunswick Board meetings
- Minimum of four face to face Minor Council Executive meetings (Annual General Meeting in June, Fall Forum in October, Semi-Annual in January, May Meeting)
- Additional Board & Minor Council Executive virtual meetings as required
- Potential for appointment to HNB Standing Committees
- Requirement to be accessible to the Executive Director during regular business hours