

# Board Coordinators



## Available Positions

**Community Coordinator**  
**Sponsorship Coordinator**

**SUBMISSIONS:** Interested members are to submit a 'Cover Letter' highlighting their skills and experiences; explaining how they would be a beneficial addition to the Association.

**DECISION:** Board Coordinator positions are appointed by the Executive. Following the submission deadline, the Executive will review all 'Cover Letters' and contact all candidates accordingly.

## Notable Dates

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<b>Submissions Open:</b>	<b>April 10, 2024</b>
<b>Cover Letter Deadline:</b>	<b>April 29, 2024</b>

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Cover Letters are to be submitted to the Administrator.

Questions can also be directed to the Administrator.

**Email:** [admin@southwesthockey.ca](mailto:admin@southwesthockey.ca)

**Volunteers – Heart at Work!**



# Available Positions

## Community Coordinator

Duties of the Community Coordinator include but are not limited to:

- 1-year term.
- Non-voting.
- Reports to the Vice President Off-Ice.
- Does not attend monthly Board Meetings; except by invite, as needed.
- Attends the Annual General Meeting.
- Oversees, and organizes all SW Hockey Special Events, as decided on by the Board.
- Organize and host the Welcome Back BBQ Event.
- Organize and host the Santa Skate.
- Organize and host the Coaches Cup
- Organize and host the SW Cougars Cup 3-on-3 (in March).
- **Timely response:** To queries, and/or request(s) for support should issues arise.
- **Volunteer Bond Category – This is a ‘Full Credit Position’.**

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## Sponsorship Coordinator

Duties of the Sponsorship Coordinator include but are not limited to:

- 1-year term.
- Non-voting.
- Reports to the Treasurer.
- Does not attend monthly Board Meetings; except by invite, as needed.
- Attends the Annual General Meeting.
- Develops a sponsorship program for the Association; which must be approved by the Board.
- Examples of items that may form part of the Sponsorship Program include:
  - Sponsor bars / patches on jerseys; Sponsor logos on jersey bags;
  - Sponsorship for Association events such as; Welcome BBQ, Santa Skate, Coaches Cup and the 3-on-3.
  - Sponsorship of Association Tournaments.
  - Sponsorship through the Association website, social media etc.
  - Other activities or promotions; as approved by the Board.
- Actively pursues sponsorship opportunities on behalf of SW Hockey; at the Association level.
- Manages and supervises current sponsorship programs and sponsors.
- Coordinates with the Administrator to prepare approved letters of appreciation.
- Works with the Director of Branding and Equipment, Director of Fundraising, Vice President Off-Ice, Community Coordinator, and other members as required; in order to coordinate any further sponsorship activities.
- Ensures all money collected and/or applicable documentation is submitted to the Treasurer in a timely manner.
- Presents a report annually, or as requested to the Board; including the sponsorship activities for the current year, and projected activities for the upcoming year.
- **Timely response:** To queries, and/or request(s) for support should issues arise.
- **Volunteer Bond Category – This is a ‘Full Credit Position’.**

**Roles & Responsibilities**

**Volunteering is my Superpower!**