

# KOHA

## ROLE & EXPECTATIONS

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Volunteer Role: Board Director

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Serve in an advisory role, contributing input regarding organizational matters related to operations, hockey, and/or growth initiatives.
2. Attend monthly board meetings.
3. Participate in a minimum of one additional sub-committee or team.
4. Actively support and participate in organizational events and initiatives.
5. Advocate for KOHA interests internally within the membership and externally within the community.

### **REQUIREMENTS:**

- MAHA Background Check (every 2 years, expense of Board Member)
- Code of Conduct Acknowledgment (annually, no expense)
- Safe Sport

### **SELECTION CRITERIA/PROCESS:**

#### Criteria:

- Hockey connection as parent, coach, former player, etc.
- Hockey background, knowledge and expertise
- Professional area of expertise, i.g. finance, sales, etc.
- Dedication to the KOHA organization and its Mission, Vision and Values
- Shared philosophy of long-term development principles
- Absence of any conflicts of interest
- Availability

#### Selection Process:

1. February - Executive Committee identifies existing Board members with terms ending and determines needs of Board.
2. February / Early March - KOHA staff to distribute electronic and printed communications to membership encouraging Board applications.
3. April 30 – deadline for application. Board Director application always available on KOHA website; submitted to KOHA Secretary.
4. May - Executive Committee reviews applications and identifies top candidates to invite to in-person meet & greet.
5. June – schedule separate meet & greet with candidates to meet with Board members. Attendance is voluntary for Board members.
6. June – Board President to review nominated candidates with Board.
7. July / August – Ballot is published to KOHA website and communicated to membership.
8. August – Membership vote.
9. Board President to update Board of status during each month from Feb. – June.
10. Board has authority to assign a candidate if a Board position becomes available mid-term.

**TIME COMMITMENT:**

- Board Director terms are two years.
- 1-2 hours per month for Board meetings
- 1-2 hours per month for other sub-committee or team meetings
- 8-12 hours per year for organizational event participation