



HWI President Duties

Job Title: President – Hockey West Island Inc.

Position type: Volunteer / Leadership Role

Required hours per week: 10-15

About Us: Hockey West Island is a community-based organization dedicated to providing a safe, inclusive, and competitive environment for hockey players of all skill levels who are between the ages of 4 and 27 and residents of Pointe-Claire and Dorval. Our mission is to promote the values of sportsmanship, teamwork, and athleticism while fostering a love of the game.

We are currently seeking a dedicated and passionate individual to take on the role of President to lead our organization and continue to build upon its success.

Position Overview: The President of Hockey West Island [HWI] plays a central leadership role in the Association's governance, strategic direction, and overall management. The President is a member of the HWI Executive, and works closely with the Executive, Board of Directors, coaches, parents, volunteers, and community partners to ensure the continued growth and success of the program. The President represents the Association internally and externally, ensuring its alignment with the needs of the players, families, and the broader hockey community.

Key Responsibilities:

1. Leadership & Governance:

- The President is overall responsible for the effective leadership and management of HWI.
- Lead the Executive and the Board of Directors and provide guidance on all Association-related matters.
- The President is responsible to ensure the duties of all members of the Executive Committee are discharged properly.
- Ensure the Association adheres to its mission, bylaws, policies, and applicable regulations (e.g., Hockey Canada, Hockey Québec, Hockey Lac-St Louis, the Central Hockey League).
- Preside over regular Board meetings, AGM, and other key events, ensuring that meetings are efficient, focused, and productive.
- Foster a positive, inclusive, and transparent organization that promotes collaboration and open communication.
- Has the authority to assume the duties of any member of the Executive when such member is unable to act.
- Have a tie-breaking vote on the Executive.



2. Strategic Planning & Development:

- Collaborate with the Board and key stakeholders to establish short-term and long-term strategic goals for the Association.
- Support the development of programs that enhance player development, coaching, and the overall hockey experience for all participants. Oversee the execution of key initiatives, ensuring progress towards organizational objectives.
- The President shall be an ex-officio member of all committees.

3. Financial Oversight & Fundraising:

- Work with the Treasurer to manage the financial health of the Association, including budgeting, fundraising, and financial reporting.
- Help identify and cultivate funding opportunities through sponsorships, fundraising events, grants, and community partnerships.
- Ensure the Association remains fiscally responsible and operates within its financial means.
- Be one of the signing Officers of the Association.

4. Community Engagement & Advocacy:

- Act as the primary liaison between the Association and external stakeholders, including other sports organizations, local government, sponsors, and media.
- Advocate for the needs of minor hockey in the community and work to enhance the Association's reputation and visibility.
- Represent the Association at local, regional, and provincial hockey meetings and events.

5. Volunteer Management & Support:

- Support the recruitment, training, and recognition of volunteers, including coaches, team managers, and other essential roles.
- Foster a positive and supportive environment for volunteers, ensuring they feel valued and equipped to succeed in their roles.

6. Player & Parent Relations:

- Implement disciplinary action upon recommendation of a Disciplinary Committee.
- As appropriate, the President will initiate the investigation of complaints and causes of concern.

7. Operational Oversight:

- Ensure the effective operation of the Association's hockey programs, including scheduling, equipment management, and facility coordination.
- Support the Association referees and timekeepers.
- Be the first contact with the Association Technical Team to ensure all aspects of training are in place and running well.
- Work with coaching staff and other volunteers to ensure proper training and development for players and coaches.

**Qualifications & Skills:**

- Previous experience in leadership or volunteer management, ideally in a sports or youth-focused organization.
- Strong understanding of hockey, ideally through direct participation or coaching experience.
- Proven ability to manage a team, communicate effectively, and work collaboratively with diverse stakeholders.
- Excellent organizational, problem-solving, and decision-making skills.
- Strong financial acumen, with experience in budgeting and fundraising preferred.
- Ability to handle sensitive issues with tact, diplomacy, and professionalism.
- Passionate about youth sports, with a focus on player development, inclusivity, and community engagement.
- Knowledge of Hockey Canada and regional hockey policies and regulations is an asset.

Time Commitment:

The President will be expected to dedicate a significant amount of time to the role, including attending Executive and Board meetings, liaising regularly with the HWI Director of Operations (every 2-3 days) and VPs, various hockey events, community meetings, and other organizational activities. The time commitment will vary depending on the season and specific needs of the Association but is generally estimated at 40-60 hours per month.

Compensation:

This is a volunteer position. However, the President will receive a small stipend for out-of-pocket expenses related to the role (e.g., travel, event-related costs), free season registration for any children registered with HWI (up to four (4) children), and will have the opportunity to develop valuable leadership skills and a lasting impact on the community.

Prerequisites:

- All Executive members must be residents of the municipalities of Dorval or Pointe-Claire, or have a child in the program during the current season.
- The Executive is elected at the Annual General Meeting. The length of term of the elected members is two (2) years and begins at the end of the Annual General Meeting.
- To be eligible to run for the position of President of HWI Inc., candidates must have served a minimum of one (1) year on either the Executive or Board of Directors.
- Nominations for elected positions must be made in writing to the President of Elections, care of the Secretary of HWI, at least ten (10) days prior to the AGM. Any person who is eligible for a position but is unable to be present can submit their candidature by written proxy.

We welcome applicants from all backgrounds and encourage diversity in our leadership team.
