



MHL DIRECTOR

Position Description

The Director is a voting member of the Board of Directors of the Mississauga Hockey League (MHL), which is the legal authority and management framework for the Mississauga Hockey League (the “MHL” or the “Corporation”). A Director acts in a position of trust and is responsible for the effective governing of the Corporation, and must be fully informed in matters of policy, finance, people and League organization.

Status: Volunteer, part-time

Term: June 1, 2026 - May 30, 2028, 2 year term, renewable

Primary Duties

- Prepares, attends and participates in monthly meetings of the MHL Board of Directors and Annual General Meeting(AGM) by reading agendas, minutes, reports and other documentation required to actively participate
- Attends and participates in 2 MHL Committees of the Board
- Convenes scheduled hockey games as MHL Head Convenor for assigned team age group with other association convenors during the convening period. Confers with association convenors and recommends team division structure to ensure optimum balance and fairness in assigned team age group at MHL convening meetings
- Presents medals and trophies to MHL champion teams in assigned team age groups
- Presents medals and trophies to MHL Challenge Tournament champion teams in assigned age groups
- **See detailed listing of MHL Director duties and responsibilities attached**

Time Commitment – Primary Duties

<u>Primary Duties</u>	<u>Time</u>	<u>Frequency</u>	<u>Total Hours</u>
Board Meetings/AGM	2 hours/meeting	Monthly	24
Committee Meetings	1-2 hours/meeting	Varied- 2-8/year	4-16
Convening Games	4-6 hours/week for 7 weeks	Weekly – late September-Mid-Nov.	28-43
Convening Meetings	2 hours x 3 meetings	October-November	6
Medal Presentation	1 hour x 6 games	March-April	6
MHL Challenge Tournament Medal Presentation	1 hour x 4 games	April	4
Total Hours =			50-99

Note-Hours indicated are approximate



Education/Experience Requirements

- Minimum completion of high school education
- Experience in presenting ideas in group meetings, engaging in discussions and seeking consensus
- A successful Vulnerable Sector Check (VSC) approved by the Ontario Hockey Federation (OHF) every 3 years with annual completion of the OHF online declaration
- Knowledge or experience in any functional areas of finance, operations, safety, marketing & events, discipline, governance, nominations, volunteer awards, legal, human resources, social media, municipal government liaison, sports convening, game scheduling, player development, refereeing or referee liaison, coaching, child organizations, child sports or child organizations, not for profit organizations, etc. are an asset, but not required
- Experience representing or contributing to community groups that reflect the diversity of cultures and needs in the Mississauga community is an asset, but not required
- Knowledge or experience in sports organizations as a participant, coach, or parent is an asset, but not required
- Previous experience in contributing directly or indirectly to Board functions or meetings is an asset, but not required
- Previous experience presenting awards to groups or in public is an asset, but not required

Desired Skills/Knowledge/Behaviours

- Desire to contribute to the improvement and diversity of the hockey experience in the MHL and Mississauga community
- Cultivates relationships and persuades, convenes, facilitates, and builds consensus among diverse individuals
- Actively contributes knowledge, experience and new ideas in committee and Board meetings
- Shares and discusses viewpoints and opinions in a professional and respectful manner
- Ability to listen, understand and respect other perspectives
- Contributes to an environment that encourages working well with others
- Exhibits integrity, credibility, and a passion for improving the MHL and hockey experience
- Possesses a valid driver's license or access to transportation to visit hockey arenas during the convening period and medal presentations at Mississauga arenas
- Knowledge of the community, openness to learning
- Understands and demonstrates a commitment to the MHL's mission and programs
- Keeps up to date with issues and trends that affect the organization

Remuneration: An honorarium of \$300.00/year is paid

To apply, please send an email expressing your interest and a summary of any relevant experience to the MHL office at info@hockey.on.ca.



MISSISSAUGA HOCKEY LEAGUE

DIRECTOR DUTIES & RESPONSIBILITIES

The Board of Directors is the legal authority and management framework for the Mississauga Hockey League (the “MHL” or the “Corporation”). A Director is a voting member of the MHL Board. A Director acts in a position of trust and is responsible for the effective governing of the Corporation. Directors must be fully informed in matters of policy, finance, personnel and League organization.

Responsibilities:

1. Uphold the MHL Constitution and By-laws and the Rules and Regulations.
2. Keep all discussions by the Board and all votes by the Board strictly confidential.
3. As a Director of the MHL, you are representing all MHL players, team officials, volunteers and member Associations, and not any particular Association or constituency. Your words and actions should at all times be impartial in the best interest of the MHL, and reflect positively on the MHL.
4. Support and uphold all resolutions and policies that are approved by the Board of Directors, regardless of personal views.
5. Provide leadership and guidance to other Directors and to member Associations.
6. Promote harmony within the hockey community, model integrity, and demonstrate impartiality, fairness and even-handedness in all MHL conduct, comments and decisions.
7. Attend scheduled Board of Directors meetings and General meetings and participate appropriately in the discussions and decisions of the Board.
8. Prioritize and dedicate time commitments for MHL meetings and events over other external events or meetings as required e.g. family hockey/sports games, practices, meetings, vacation plans, optional social/family events, etc.
9. Review, consider, and approve, where appropriate, matters related to policy, decisions and recommendations developed by the Board or any Committee of the Board.



10. Monitor Board policies and procedures to ensure approved policy is implemented, and Board processes and procedures are efficient.
11. Serve as a member of Board Committees on an as required basis.
12. Assist Directors and staff to develop and maintain positive, productive relationships.
13. Monitor assigned hockey Divisions/Categories during the MHL Convening Period, during the regular season, and during the Playoffs.
14. Assess the monthly MHL Financial Report.
15. Review By-laws, Rules and Regulations, Policies and Board structure and, when necessary, propose changes.
16. Brief the President regularly on matters related to league operations and other League issues requiring the President's knowledge or action.
17. Assist with the distribution of trophies and awards.
18. Participate in pre-season information sessions for coaches, officials and parents as required.
19. Represent and promote the MHL through personal visits to Association members, corporate networking as required.
20. Assist with the MHL's annual hockey tournament.
21. Assist with the MHL's annual golf tournament.
22. Assist with MHL player recruitment and development programs, such as First Shift and Second Shift.
23. Assist other Directors as needed.

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