

# YELLOWKNIFE MINOR HOCKEY ASSOCIATION

## ADMINISTRATION COMMITTEE

### TERMS OF REFERENCE

25 July 2007

#### 1.0 PURPOSE

The Administration Committee is responsible for overseeing the administrative support for Association programs by providing relevant advice and assistance to the Executive Committee and responding to direction provided by the Executive Committee.

#### 2.0 REPORTING RELATIONSHIP

The Administration Committee shall report to the Executive Committee through the Chair or other persons appointed, from time to time, by the Chair.

#### 3.0 AUTHORITY

The Chair shall have authority to undertake tasks and spend funds consistent with the direction provided by the Executive Committee and Association policies and procedures.

The Chair may delegate specific authorities, in writing, to another committee member.

#### 4.0 RESPONSIBILITIES

The Administration Committee is responsible for overseeing the administration of Association programs by ensuring that:

- The Association's Vision, Mission, Values and Operating Principles are reinforced;
- League programs are administered consistent with Association policies and procedures;
- All players are properly registered before participating in Association programs;
- All players and other team personnel are registered with NWT Hockey, as required;
- Adequate ice time is acquired from the City for Association programs
- Association events are effectively scheduled throughout the year
- Association supplies and equipment are maintained and replaced, as required.
- All members are kept fully informed of Association events, in a timely manner
- Association correspondence and records including the minutes of all committee meetings are adequately maintained.

#### 5.0 MEMBERSHIP

Members of the committee include:

Chair: Director, Administration

Asst. Chair: A Director, Executive Committee

Registrar

Scheduler

Equipment Manager

Web Master

Additional members may be added, from time to time, upon approval of the Executive Committee.

The Committee shall conduct its business according to the Executive Committee Operating Procedures.