

**FIELD HOCKEY ONTARIO**

Box# 80030
Appleby Line, Burlington, ON
L7L 6B1

tel: 1 (877) 605-0855
info@fieldhockeyontario.com

Secretary of the Board – Job Description

Field Hockey Ontario is the provincial association that leads, grows and promotes outdoor and indoor field hockey in Ontario by engaging clubs, developing qualified coaches and officials, and supporting athletes at all developmental stages.

At Field Hockey Ontario (FHO), we don't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our players, coaches, officials, members, and our sporting community at large. FHO is proud to be an equal opportunity organization starting with the board, employees, volunteers and committee members. We are committed to creating an inclusive and diverse work environment where all individuals feel safe and welcome. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. FHO welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Role of the Board of Directors

The FHO Board concentrates on providing strategic leadership and direction to the organization through the development of plans and policies. The Board establishes a clear strategic plan with organizational priorities, initiates supportive policies, holds itself accountable, engages in evaluation, and enhances its governance capacity. Operational authority is delegated to the Executive Director and the Board will monitor and hold the Executive Director accountable for results and progress. Unless otherwise required by the Board, they will not involve itself in day-to-day operations.

Time Commitment

- Minimum of eight (8) meetings per year – two (2) in person, with Special Meetings scheduled as necessary
- Two (2) year term

Responsibilities of the Secretary

- Assures that an agenda has been prepared by the board president and that the agenda is distributed in advance of the meeting.
- Oversees the distribution of background information for agenda items to be discussed.
- Prepares the official minutes of the meeting and records motions, discussions, votes, and decisions.
- Prepares and provides the previous meeting's written minutes to board members before the next meeting and records any changes or corrections.

**FIELD HOCKEY ONTARIO**

Box# 80030
Appleby Line, Burlington, ON
L7L 6B1

tel: 1 (877) 605-0855
info@fieldhockeyontario.com

- Assures that documents are accessible to members.
- Schedules and notifies board members of upcoming meetings.
- Holds members accountable for their tasks.
- Fulfills the President's duties when the presiding officer is absent or if that office becomes vacant.
- Assists the board president in the execution of his or her duties.
- Serves on committees as requested to learn the operations of the board.
- Works closely with the board president to transfer knowledge and history to prepare for leadership transitions.

General Responsibilities of the Board

- Providing guidance and leadership to the Executive Director and staff as they implement the strategic and operational plans;
- Chair of or participation in committees such as the organizational excellence, high performance, club support, participation, officials & coaches;
- Reviewing agenda and supporting materials prior to board and committee meetings;
- Approving annual budget and audit reports;
- Contributing to the Executive Director annual evaluation;
- Representing Field Hockey Ontario to stakeholders and acting as an ambassador to the organization.

Additional Considerations

- Geographical representation across Ontario
- Indigenous peoples (First Nations – includes Status, Treaty or Non-Status, Métis and Inuit)
- Visible minorities (includes people (other than Indigenous) who are non-white regardless of place of birth)
- Individuals with a disability
- LGBTQI2S+ individuals
- Alignment between membership demographics and Board representation

Timelines and Key Dates

- Nominations Open – Saturday, October 9, 2021
- Nominations Close – Sunday, November 7, 2021
- FHO 2021 Annual General Meeting – Sunday, November 28, 2021
- First Meeting of New Board - Monday, December 6, 2021

