



REQUEST FOR PROPOSAL (RFP) – EXECUTIVE DIRECTOR

RFP #: BMHA 2026-002

Title: Executive Director

Issue Date: April 15, 2026

Closing Date & Time: Wednesday, May 6, 2026 at 5pm

Contact Person: Rebecca Chau, Executive Administrator

Email: admin@burnabyminor.com

1. About BMHA

Burnaby Minor Hockey Association (“BMHA” or the “Association”) is a community-based, non-profit minor hockey association serving approximately 700 youth from U5 through U21. The Association operates under a volunteer Executive Board and is supported by contracted administrative and development professionals.

BMHA is a member association of PCAHA, BC Hockey, and Hockey Canada and is committed to providing a safe, inclusive, and positive hockey environment for all participants.

2. Invitation to Proponents

Burnaby Minor Hockey Association invites qualified individuals or organizations (“Proponents”) to submit a proposal for the provision of services as Executive Director as detailed below (the “Work”).

This Request for Proposal (“RFP”) outlines the requirements, expectations, and evaluation process for the engagement. The successful Proponent will be required to operate in accordance with BMHA Constitution, Bylaws, Policies, and the rules and regulations of PCAHA, BC Hockey, and Hockey Canada.

3. Purpose of this RFP

BMHA is seeking proposals from qualified individuals or organizations to provide services as Executive Director.

Anticipated start date: June 1, 2026

Proposed contract term: One (1) year, with the option, at the sole discretion of BMHA, to extend the initial term for up to two (2) additional one (1) year periods, for a maximum total term of three (3) years.



4. Scope of Work

The successful Proponent will provide services to support the operations of BMHA in the role of Executive Director.

The detailed responsibilities are outlined below.

Overview

The Executive Director serves as the operational leader of the hockey club, responsible for implementing the strategic priorities, policies and directives established by the Board of Directors (referred to as the 'Executive' in BMHA bylaws). Acting under the authority of the Board, the Executive Director ensures that the organization's day-to-day operations, hockey programs and initiatives are executed efficiently, transparently and in alignment with the Board's vision for the Association.

The Executive Director provides leadership and oversight across hockey operations, administration and support functions, working closely with volunteers, contractors and external partners to ensure the Burnaby Minor Hockey Association operates effectively, sustainably and in compliance with governing requirements. This includes guiding and supervising paid staff support roles and hired experts, while respecting their professional autonomy, ensuring they have the direction, resources and support needed to perform their roles effectively and in alignment with the Board approved policies and priorities.

While the Board retains full responsibility for governance, oversight and strategic decision making, the Executive Director is entrusted with translating those decisions into effective action. This role requires consistent communication with the Board (primarily through the Board Chair and when appropriate, relevant Directors), along with faithful execution of the Board's directives and proactive management of the operational, administrative, and programmatic functions that support Burnaby Minor Hockey Association's mission and long term success.

The Executive Director represents the elected Board in all operational matters and must consistently act in alignment with and in support of the Board's direction.

The scope and priorities of the Executive Director role will be reviewed periodically with the Board of Directors and may evolve over time to reflect the needs of the Association.

Key Responsibilities

Organizational Leadership & Coordination

- Provide day-to-day leadership, coordination, and oversight of BMHA operations, ensuring Board direction is translated into clear operational priorities.
- Serve as the primary management liaison between the Board of Directors and BMHA's operational roles.



- Provide direction and oversight to senior operational roles, including the Director of Hockey Operations and Executive Administrator while supporting their professional autonomy and expertise with executing their roles.
- Identify operational issues, risks, and capacity pressures, and bring forward recommendations to the Board or relevant Directors as appropriate.

Board, Governance & Compliance Support

- Support the Executive Board by preparing, coordinating, and presenting information required for effective governance and decision-making.
- Attend Executive meetings, and provide operational updates, analysis, and recommendations when required.
- Ensure BMHA operations and programs align with applicable legislation, governing body requirements, and internal policies.
- Monitor organizational risks and issues, and escalate matters requiring Board awareness or decision in a timely and transparent manner.
- Support the implementation of Board-approved decisions and track follow-up actions across operational and hockey roles.
- Ensure governance-related requirements (e.g., AGM processes, filings, policy updates) are completed in coordination with the Executive Administrator.

Hockey Operations Oversight

- Provide oversight of hockey operations to ensure alignment between player development, coach development, evaluations, and program delivery.
- Support player evaluation, balancing and tryout processes, in collaboration with the Executive and the Director of Hockey Operations
- Review and endorse hockey program structures, session counts, participant capacity, and pricing based on recommendations from the Director of Hockey Operations and the Development Committee (VP Programs and respective Division Directors).
- Support the Director of Hockey Operations and Coach Selection Committee in coach recruitment, evaluation, education, and performance management, particularly where issues require escalation or broader organizational input.
- Ensure hockey operations align with Hockey Canada, BC Hockey, PCAHA, and BMHA requirements.
- Represent BMHA in hockey-related matters as required, or delegate representation to appropriate roles.

Operational & Administrative Oversight

- Oversee administrative and operational functions through the Executive Administrator, ensuring clarity of roles and effective workflow.
- Ensure systems, processes, and documentation are in place to support effective governance, compliance, and day-to-day operations.



- Provide oversight of key administrative activities, including AGM preparation, regulatory filings, policies, and SOP development.
- Support seasonal operational planning to ensure readiness for evaluations, team formation, league play, and events.

People Oversight

- Provide oversight and coordination for paid support roles, contractors and key volunteer support roles, ensuring clarity of roles, expectations, and accountability.
- Oversee the RFP processes for paid support roles, including the development of RFPs, participation in selection committees, and recommendation of preferred proponents in accordance with Board direction.
- Support contract negotiations, renewals, and role scope changes for paid support roles, where required.
- Work directly with volunteer support roles including Equipment, Goalie Equipment, and Sponsorship to support planning, coordination, and delivery of services.
- Support onboarding, role clarity, and transitions for paid/volunteer support and operations roles, in collaboration with the Executive Administrator.
- Address performance concerns, contract issues, or role changes involving paid or volunteer support roles or contractors, escalating to the Executive where appropriate.

Financial Oversight & Resourcing

- Work with the Treasurer and Finance Committee to support budgeting, financial planning, and resource allocation.
- Approve operational expenditures within Board-approved budgets and signing authority limits.
- Collaborate with the Sponsorship volunteer to identify sponsorship opportunities and leads, coordinate sponsorship planning and support execution.
- Identify, support and approve grant applications, sponsorship arrangements, and revenue-generating initiatives, as appropriate.
- Ensure financial impacts are considered when approving new programs, program changes, or expanded services.
- Monitor fee structure of other associations and consider BMHA's alignment with them.

External Relations & Stakeholder Support

- Support the President in representing BMHA publicly, ensuring the President remains the primary face and spokesperson of the Association.
- Act as an operational point of contact for external partners and stakeholders, including PCAHA, BC Hockey, the City of Burnaby, and other associations when matters relate to day-to-day operations or when delegated by the President or Board.
- Attend PCAHA and BC Hockey meetings, as required, representing BMHA in an operational capacity or coordinate representation with the Director of Hockey Operations.
- Participate in BMHA meetings (e.g., BMHA Coach & Manager meetings), as required, to support coordination, oversight, and follow-up.



- Support positive relationships with parents, coaches, volunteers, and community partners, addressing escalated issues as required and informing the President and Board of matters with broader organizational impact.
- Liaise regularly with officials from other MHA's to determine best practices.

Key Deliverables

Deliverables include, but are not limited to, the following:

- Ongoing coordination and oversight across assigned operational areas.
- Regular operational updates and recommendations to the Executive.
- Support for implementation and follow-through on Board-approved decisions and priorities.
- Coordinated oversight of paid support roles, contractors, and key volunteer support functions.
- Support for seasonal readiness and operational planning.
- Oversight of key governance and administrative requirements, including AGM preparation, filings, policy updates, and SOP development, in coordination with the Executive Administrator.
- Support for budgeting, financial planning, sponsorship, grants, and other resource development activities, as required.
- An end-of-season operational summary with key activities, issues, and recommendations.

System & Technology Requirements

The Executive Director must be proficient in and able to utilize the Association's required systems, including but not limited to:

- TeamSnap
- Hockey Canada Registry (HCR)
- Spordle
- Google Workspace (e.g., Drive, Docs, Sheets, Forms)

The Proponent is responsible for providing and maintaining their own computer equipment, internet access, and any other tools necessary to perform the Work. BMHA will provide access to required Association platforms. All accounts, content, and materials created remain the property of BMHA.

Time Commitment Expectations

is a part-time contract engagement, with an estimated workload of approximately 20 hours per week. The distribution of hours may vary throughout the year based on Association priorities and timelines.

The Executive Director is expected to manage workload to ensure timely completion of all responsibilities, including responsiveness to Executive, support team, and member inquiries. Proponents should outline their availability and capacity to support periods of increased workload (including the off-season



preparation required in the summer months).

Additional Responsibilities

The successful Proponent may be asked to undertake additional duties reasonably related to the role and consistent with the objectives of the Work, as requested by the BMHA Executive Board or its designate.

5. Governance Framework

The successful Proponent will operate within the governance structure established by the BMHA Executive, and in accordance with the Association's Constitution, Bylaws and Policies, including any amendments or updates adopted from time to time by the Board and/or the membership.

The successful Proponent will report to the BMHA Executive Board via the Board Chair.

The Proponent does not hold voting authority within the Association.

Reporting expectations may include meeting attendance, updates, invoicing, and performance reviews. Continued engagement may be contingent upon satisfactory performance.

6. Submission Requirements

Proponents should ensure their submission clearly addresses the requirements outlined in this RFP and provides sufficient detail to allow BMHA to evaluate the proposal. Proponents must submit a complete proposal that includes the following:

- Cover Letter/Executive Summary - a brief introduction and summary of the proposal.
- Experience & Qualifications - relevant professional and/or sport experience, along with any education or credentials that demonstrate the Proponent's role-specific expertise.
- Proposed Approach - description of how the Proponent would deliver the Work while supporting and guiding the operations team effectively. This should outline proposed the workflow, communication practices, tools or systems used, and any processes the Proponent would implement to ensure the responsibilities are completed efficiently and effectively. The response must demonstrate a clear understanding of the distinction between operational activities and governance decisions and functions.
- Availability & Capacity - description of availability to support the role, including ability to support peak operational periods.
- Financial Proposal - include proposed compensation structure (e.g., monthly retainer, hourly rate, or seasonal fee), estimated annual cost, billing frequency, whether billing is personal or corporate, and GST status. Proponents should also clearly outline the basis for their pricing, including any key



assumptions (e.g., scope interpretation, estimated time commitment, level of support, systems, any exclusions, etc.).

- References - minimum of two professional references
- Conflict of Interest Disclosure - disclosure of any actual or perceived conflicts of interest

Proposals must remain valid for 60 days from Closing Time.

7. Proposal Evaluation

Proposals will be evaluated based on relevant experience, demonstrated understanding of the role, proposed approach, qualifications, and overall value to the Association.

BMHA reserves the right to shortlist candidates, conduct interviews, request clarifications, negotiate scope, or not award a contract.

8. Independent Contractor Status

The successful Proponent will be engaged as an independent contractor, not as an employee of BMHA. BMHA will issue a T4A where required. The Proponent is responsible for all tax obligations.

9. Confidentiality & Data Protection

The successful Proponent must maintain confidentiality of member, financial, and operational information and return all documents and access credentials upon termination.

10. Transition & Knowledge Transfer

At the conclusion of the contract, the Proponent must participate in a transition process and transfer all relevant documents, passwords, and materials to ensure continuity.

11. General Terms

Right to Reject - BMHA reserves the right to accept or reject any or all proposals, cancel or re-issue the RFP, or negotiate with one or more Proponents. BMHA is not obligated to accept the lowest-cost proposal.

No Binding Obligation - This RFP does not constitute a binding agreement. No contract will exist until a written agreement is executed.

Proponent Costs - All costs associated with preparing and submitting a proposal are the responsibility of the Proponent.



12. Submission Instructions

Submission Method - Proposals must be submitted electronically in PDF format via email to: Rebecca Chau at admin@burnabyminor.com with the subject line "RFP – Executive Director – Proponent Name"

Closing Time - Proposals must be received no later than **Wednesday, May 6, 2026 at 5pm (Pacific Time)**. Late submissions may not be considered.