



## EXECUTIVE DIRECTOR ROLE – FAQs

As BMHA continues to grow, the Executive has been reviewing how we support our volunteers and overall operations.

The following FAQs are intended to provide context on the proposed Executive Director role and answer some of the most common questions we've heard.

### Why is BMHA introducing an Executive Director role?

The idea was first discussed in fall 2025 as part of reviewing BMHA's support roles ahead of the 2026 contract cycle.

As part of that process, the Executive received feedback from volunteers and support staff that highlighted the need for more operational coordination and then looked at how other minor hockey associations structure their operations. One common approach was establishing an Executive Director role to help coordinate and support day-to-day operations.

As BMHA continues to grow, this role is intended to improve overall organization, strengthen consistency, and better support the paid staff and the volunteers who make the Association run.

### Why does BMHA feel this position is needed now?

Over the past several years, minor sports - including hockey - have become increasingly professionalized, with higher expectations around organization, communication, and programming.

At the same time, BMHA has continued to grow in both size and the range of programs we offer. This role is intended to help strengthen coordination, improve consistency, and ensure we can continue to provide a positive experience for players, families, and volunteers across the Association.

### What will the Executive Director do?

The Executive Director is a paid **part-time operational role** focused on supporting the day-to-day functioning of the Association.

Working under the direction of the Board, the role will:

- Coordinate across hockey operations, administration, and support functions
- Support and coordinate key support roles (Registrar, Ice, Referee-in-Charge, etc.)
- Help ensure programs and processes are delivered consistently
- Support volunteers and help streamline coordination across the Association

The Board continues to be responsible for governance and decision-making. The Executive Director's role is to help implement those decisions and support the overall effective and efficient operation of the Association.

### **What will the Executive Director *not* be responsible for?**

The Executive Director will not have voting authority, will not set policy and will not make decisions related to team selection, discipline or other governance matters. Those responsibilities remain fully with the elected Board and relevant volunteer committees.

### **What work has been done to assess this role?**

The Executive connected with other associations to learn about their experience with Executive Directors, including both benefits and challenges.

Following those discussions, a majority of the Board approved moving forward with the position.

### **How does this support volunteers and the Board?**

BMHA will continue to be a volunteer-driven organization.

This role is intended to support that by:

- Providing continuity from year to year
- Supporting new and returning Board members operationally
- Helping coordinate across different operational areas of the Association

It also brings an overall, association-wide operational perspective that is intended to complement the governance function of the Board as well as the work of individual volunteer Board members.

### **What are the expected benefits?**

This role is expected to help:

- Improve operational coordination across the season
- Increase consistency in operational processes such as assessments and team formation
- Improve communication across the Association
- Provide additional operational support for volunteers and families
- Increase focus on sponsorship and fundraising at the BMHA organization level
- Strengthen long-term operational planning beyond individual Board terms
- Support relationship-building with partners and stakeholders in conjunction with the Board

Overall, the goal is to help BMHA run more smoothly, efficiently and consistently.

### **How do members have a voice in this decision?**

BMHA is structured so that members elect the Board, and the Board is responsible for managing the day-to-day operations of the Association — including hiring support roles such as Registrar, Ice Allocator, and others.

The new Executive Director role follows that same approach.

While this type of decision doesn't require a formal vote, member voice remains important. The AGM provides an opportunity for questions and discussion, and members are always welcome to share feedback with the Executive.

We're committed to being open about decisions like this and continuing to listen as we move forward.

### **What is the cost and commitment?**

The position is envisioned to be approximately **20–25 hours per week**, with compensation in line with other key support roles at BMHA and reflective of the scope of the position.

The role will begin as a **1-year contract**, with an option to renew. This allows the Board to assess the impact of the role and determine next steps.

### **Will this role be part of an increase in registration fees?**

Yes. The cost attributable to this initiative will be approximately \$50 per registered player in the first year to support the introduction of this part-time role. Over time, the Board's goal is for the Executive Director position to pay for itself, and potentially generate additional revenue through expanded sponsorship, improved fundraising, more efficient operations and additional programming opportunities. The Board will review the financial impact annually to ensure the role continues to provide value to the Association and will adjust as needed.

### **How will the Executive Director be hired?**

A committee of Executive members, including the Vice-President Risk, Treasurer, Director of A and Director of C, will:

- Finalize the scope of work
- Issue an RFP
- Review submissions, conduct interviews, check references and make a recommendation back to the Board

This follows the same process used for other BMHA support roles.