



Burnaby Minor Hockey Association

2026/27 Open Executive Board Positions for Nominations

The following Executive Board positions are anticipated to be up for election at the upcoming Annual General Meeting. These are volunteer governance leadership positions responsible for helping guide the strategic direction, governance, and organizational oversight of Burnaby Minor Hockey Association (BMHA).

GENERAL DUTIES OF A DIRECTOR

Serving on the BMHA Executive Board carries important governance and fiduciary responsibilities. Directors are expected to act honestly, in good faith, and in the best interests of the Association while exercising reasonable care, diligence, and accountability in carrying out their responsibilities.

Duty of Care

- Exercise the care, diligence, and judgment of a reasonably prudent person.
- Participate actively in governance discussions, decision-making, and policy-setting.
- Ask questions and seek clarification to support informed decision-making.
- Participate in strategic planning and organizational risk assessment.
- Attend Executive Board meetings regularly and participate in committee work.

Duty of Loyalty

- Act honestly, ethically, and in good faith in the best interests of BMHA.
- Avoid using the position for personal benefit.
- Support Executive Board decisions made through proper governance processes.
- Declare and appropriately manage conflicts of interest.
- Maintain confidentiality regarding sensitive organizational matters.

Duty of Respect

- Support and uphold BMHA's mission, values, bylaws, and policies.
- Remain informed regarding organizational activities and governance matters.
- Support a respectful, collaborative, and inclusive culture.
- Come prepared for meetings by reviewing agendas and materials in advance.
- Conduct themselves professionally in all BMHA-related interactions.

GENERAL EXPECTATIONS OF DIRECTORS

- Attend monthly Executive Board meetings regularly (typically 2nd week of the month).
- Participate in governance discussions and decision-making.
- Serve on committees or working groups aligned with their portfolio responsibilities.
- Support the mission, values, bylaws, and policies of BMHA.
- Uphold BMHA policies, bylaws, and codes of conduct.
- Act in the best interests of the Association and its members.
- Work collaboratively with fellow Board members, volunteers, contractors, and staff.

ROLES & RESPONSIBILITIES OF OPEN DIRECTOR POSITIONS

President – two-year term

- Chair the Executive Board of Directors
- Provide leadership and oversight on the strategic direction and governance of the Association.
- Serve as the primary spokesperson and representative for BMHA.
- Work collaboratively with the Executive Director, Executive Administrator, and support team.
- Represent BMHA with governing bodies, municipalities, and external organizations.

Vice-President Risk – two-year term

- Oversee disciplinary and conflict resolution processes.
- Work with team officials and members on safety-related matters.
- Review Criminal Record Checks and Hockey Canada Injury Reports.
- Support Emergency Action Plans and organizational safety procedures.

Vice-President Programs – two-year term

- Oversee development-related programming and initiatives.
- Support coaching development, mentorship, and player development opportunities.
- Work collaboratively with Hockey Operations and development service providers.
- Coordinate or support coaching clinics, camps, and development programs.
- Act as a point of contact for coaches within the Association.

Vice-President People (Organizational Governance) – one-year term

- Champion the stewardship, interpretation, and modernization of BMHA bylaws.
- Lead and coordinate governance-level policy review and organizational policy work.
- Support governance processes and organizational structure discussions.
- Maintain visibility into the status of bylaws and governance-related policies.
- Work collaboratively with the President, VP Risk, Executive Director, and Executive Administrator on governance-related matters.

Director of BMHA Growth – two-year term

- Oversee matters related to U7-U9, Junior Bulldogs, Microhockey, and First Shift programming.
- Support evaluations, team formation, and player placement processes.
- Work collaboratively with Division Managers, coaches, and volunteers.
- Support player and coach development initiatives.
- Assist with recruitment and retention of new families and players.

Director of Volunteers – two-year term

- Oversee the Volunteer Program and Volunteer Policy.
- Support volunteer recruitment, engagement, and retention.
- Work with team managers to support volunteer coordination and tracking.
- Communicate volunteer opportunities and recognition initiatives.
- Support community events and volunteer-driven activities.