



## Minor Relations and Communications Coordinator

<b>Key Duties</b>	<p>The Minor Relations and Communications Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Attend orientation seminars when required</li><li>• Relay all pertinent BC Hockey communications to Task Group members or Branch members</li><li>• Submit reports or collate Task Group members reports of member activities as requested</li><li>• Promote District members activity in BC Hockey Programs</li><li>• Serve on the selection committee for Association of the Year</li><li>• Act as a communication liaison with the Task Group members and BC Hockey including information on interpretations of Rules, Policy, Regulations and By-Laws</li><li>• Act as a communication liaison to registered participants in regard to program information, enquiries and complaints</li><li>• Act as a liaison with Above Minor programs</li><li>• Relay recommendations to the Minor Committee</li><li>• Provide direction to the Minor Hockey Relations and Communication Task Group</li><li>• Act as a resource for the Minor Hockey Relations and Communications Task Group</li></ul>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Familiarity and strong commitment to building District relations and external relations</li><li>• Strong communication skills</li><li>• Availability for time commitment</li><li>• Trained at Branch orientation(s)</li><li>• Respect in Sport certification</li><li>• Criminal Record Check / Vulnerable Persons Check</li></ul>
<b>Selection</b>	<p>Appointed by the BC Hockey Board of Directors based on the recommendation of a committee composed of the Board Member assigned to the Minor Committee, who shall be Chairperson, a member of the Nominating Committee, a member of the Minor Committee selected by that Committee and the Chief Executive Officer or staff designate</p>