



## **School Programming Coordinator**

<p><b>Key Duties</b></p>	<p>The Schools Programming Coordinator will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Be a member of the Hockey Development Committee.</li><li>• Preside over all meetings of the Schools Program Committee.</li><li>• Prepare meeting agendas focused on Committee responsibilities and BC Hockey Strategic plan.</li><li>• Ensure the Committee works effectively as a team.</li><li>• Efficiently manage meetings with transparent decision-making.</li><li>• Create a Committee environment that does not duplicate operations.</li><li>• Manage conflict of interest issues sensitively and constructively.</li><li>• Proof and approve the meeting minutes prior to their distribution.</li><li>• Ensure Committee recommendations are reported to the Hockey Development Committee.</li><li>• Provide Committee with updates on the disposition of actions taken with respect to their recommendations.</li><li>• Attend Provincial and National seminars on request.</li><li>• Attend BC Hockey Meetings on request.</li><li>• Liaise with the National Sport Organization (NSO) in cooperation with the Staff Resource.</li><li>• Assist in building / recommending the program budget.</li><li>• Identify Subject Matter Experts for the School Programming Committee.</li><li>• Recommend School Programming Committee members.</li><li>• Maintain a strong working relation with the staff resource and Committee</li><li>• Such additional duties as may be delegated to the Schools Program Coordinator by the Hockey Development Committee Chair from time to time.</li></ul>
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