



# WHC Job Descriptions

## Summary of Positions

### President

The President of the Wolverines Hockey Club (WHC) is the chief executive officer, responsible for providing strategic leadership, governance, and oversight of all club operations. This role ensures compliance with Hockey Calgary, Hockey Alberta, and Hockey Canada regulations while fostering community engagement and maintaining strong relationships with members, stakeholders, and external partners. The President chairs board meetings, oversees financial management, supports player development programs, and acts as the club's primary spokesperson. This position has a two-year term and requires strong leadership, communication, and organizational skills, along with experience in governance and nonprofit management.

### Vice President (Off-Ice)

The Vice President, Off-Ice for the Wolverines Hockey Club (WHC) is a key executive board member responsible for leading and overseeing all off-ice activities, including governance, fundraising, volunteer coordination, and community engagement. This role ensures WHC's hockey programs run smoothly, aligning with strategic goals while managing budgets, policies, and overall club operations. The VP provides leadership to various directors and coordinators, enforces policies, and fosters a strong sense of community within WHC. For the 2025-26 season, this voting board position has a one-year term and requires strong leadership, organizational, and communication skills.

### Vice President (On-Ice)

The Vice President, On-Ice for the Wolverines Hockey Club (WHC) is a key executive board member responsible for overseeing all on-ice operations, including evaluations, team formations, coach selection, and player development. This role ensures fair and transparent processes while managing discipline hearings, policy enforcement, and strategic planning for hockey operations. The VP provides leadership to coordinators and directors, ensuring a high standard for coaching and goaltending programs. This voting board position has a two-year term and requires strong leadership, organizational, and communication skills, along with a passion for hockey development.

### Treasurer

The Treasurer of the Wolverines Hockey Club (WHC) is a key executive board member responsible for overseeing the organization's financial stability, compliance, and strategic financial planning. This role ensures accurate budgeting, financial reporting, and adherence to statutory regulations while working closely with the Office Manager, Board of Directors, and external auditors. The Treasurer manages fundraising finances, investment planning, and internal financial controls to safeguard WHC's assets. This voting board position has a two-year term and requires strong financial expertise, with a CPA designation and experience in nonprofit financial management.

## Secretary

The Secretary of the Wolverines Hockey Club (WHC) is a key executive board member responsible for managing the club's administrative, record-keeping, and governance functions. This role ensures accurate documentation of board meetings, maintains official records, oversees compliance with by-laws and policies, and facilitates official communications between the board and stakeholders. The Secretary plays a critical role in board oversight, ensuring accountability, timely correspondence, and structured governance processes. For the 2025-26 season, this voting board position has a one-year term and requires strong organizational, communication, and administrative skills.

## Director of Coaching

The Director of Coaching for the Wolverines Hockey Club (WHC) oversees the development, mentorship, and training of all coaches to ensure high coaching standards across all age groups. This role provides ongoing support through workshops, on-ice skill development, and structured mentorship programs while fostering a positive coaching environment. The Director also plays a key role in coach selection, conflict resolution, and ensuring compliance with WHC's development strategies. This voting board position has a two-year term and requires extensive coaching experience, leadership skills, and a strong understanding of Hockey Canada's coaching model.

## Director of Evaluations

The Director of Evaluations is responsible for managing the player evaluation process to ensure fair, transparent, and consistent team placements at the Wolverines Hockey Club (WHC). This role oversees scheduling, evaluator selection, data management, and dispute resolution to maintain integrity within the evaluation process. The Director ensures compliance with WHC and Hockey Canada policies, effectively communicates evaluation procedures to parents and players, and leads the Team Selection Committee. This voting board position has a two-year term and requires strong organizational, analytical, and communication skills.

## Director of Goalies

The Director of Goalies oversees goaltender development, evaluations, and mentorship within the Wolverines Hockey Club (WHC). This role ensures goalies receive specialized training, fair evaluations, and support throughout the season while working closely with the Director of Coaching and Age Group Coordinators. The Director develops goalie-specific training programs, supports team coaches in goaltender development, and serves as a resource for goalie families. For the 2025-26 season, this voting board position has a one-year term and requires coaching experience, leadership skills, and a passion for goaltending.

## Director of Volunteers

The Director of Volunteers manages the Wolverines Hockey Club (WHC) volunteer program, ensuring a strong culture of volunteerism and an effective Volunteer Bond Program. This role oversees volunteer tracking, policy development, and engagement initiatives to ensure the club has sufficient support for events and operations. The Director serves as the primary point of contact for all volunteer-related matters, working with the board to align volunteer efforts with

WHC's strategic goals. For the 2025-26 season, this voting board position has a one-year term and requires strong organizational, communication, and leadership skills.

### Age Group Director

The Age Group Director manages the operations of a designated age group within the Wolverines Hockey Club (WHC), ensuring smooth evaluations, team formation, and ongoing team support. This role acts as the primary liaison between players, parents, coaches, and the board while addressing concerns and facilitating conflict resolution. The Director ensures adherence to WHC policies, supports team managers, and promotes WHC programs within the age group. This voting board position has a two-year term and requires strong leadership, communication, and organizational skills.

There will be three (3) Age Group Director positions for Wolverines Hockey Club, as follows:

1. U7/U9/House Age Group Director - For the 2025-26 season = 1-year term
2. U11/U13 Age Group Director - For the 2025-26 season = 2-year term
3. U15/U18/U21 Age Group Director - For the 2025-26 season = 1-year term

### Director at Large

The Director at Large is a flexible Wolverines Hockey Club (WHC) board member who supports various initiatives and projects as assigned by the Executive Board. This role participates in board meetings, helps implement WHC programs, and ensures the organization's goals are met. The Director also engages with the community, supports fundraising efforts, and assists with governance and policy compliance. For the 2025-26 season, this voting board position has a one-year term and requires adaptability, teamwork, and a commitment to supporting WHC's objectives

### Director of Sponsorship

The Director of Sponsorship for the Wolverines Hockey Club (WHC) is responsible for securing financial support through sponsorships and fundraising initiatives to ensure the club's financial sustainability. This role builds and maintains relationships with corporate sponsors, donors, and community partners while collaborating with the board to align fundraising strategies with WHC's goals. The Director also oversees sponsor recognition, branding opportunities, and compliance with financial and fundraising regulations. This voting board position has a two-year term and requires strong networking, sales, and strategic planning skills.