



Management Committee Role Descriptions

The New Zealand Ice Hockey Federation is made up of four regional members, responsible for administering ice hockey in their local area.

The NZIHF is administered by a Management Committee made up of 9 people - two delegates of each region, and the President, Treasurer, General Secretary, as well as other co-opted members. Additionally, there are several Portfolio Holders that make up the balance of the Management Committee, whose direction and input help guide all areas of ice hockey in New Zealand.

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NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	President
Position Type:	Voluntary
Position Appointment:	Annual General Meeting
Appointment Duration:	24 months
Reports To:	NZIHf Management Committee

Overview:

The NZIHf President is responsible for leading the vision and achieving the goals of the New Zealand Ice Hockey Federation.

Responsibilities include but are not limited to:

- Chairing all Meetings and NZIHf Management Committee meetings
- Ensuring that all members of the NZIHf Management Committee are aware of their responsibilities under New Zealand Law
- Representing the interests of the NZIHf in all external matters
- Ensuring that all decisions are taken in accordance with the Constitution, Bylaws and Regulations as well as for the execution of decisions by Meetings and by the NZIHf Management Committee
- Negotiating agreements with IIHF, International Olympic Committee, other sports federations and organizations, but may delegate this authority
- Negotiating television, radio, advertising, sponsor and merchandising contracts on behalf of the NZIHf, but may delegate this authority
- Notwithstanding his responsibility to negotiate agreements and contracts as above, he may not commit the NZIHf without the approval of the NZIHf Management Committee or, where required, Meetings
- Provide a year end report as part of the NZIHf AGM
- Additionally, the President has the right to:
 - Sign on behalf of the NZIHf in all matters that have been approved by the NZIHf Management Committee; but may delegate this authority to another NZIHf Management Committee member. Nevertheless, he cannot sign any contract exceeding the period for which he has been elected, except with the approval of the NZIHf Management Committee for one additional year and with the approval of Meeting for a longer period. All contracts shall also be signed by another member of the NZIHf Management Committee or by the General Secretary. The following Meeting shall be advised about contracts that have been entered into pursuant to the President's contracting power.
 - Take decisions normally under the authority of the NZIHf Management Committee in cases of extreme urgency where there is not sufficient time to convene and/or contact the NZIHf Management Committee for such decisions. However, such urgent decisions shall be ratified by the NZIHf Management Committee and/or at the Annual General Meeting.



NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	Vice-President
Position Type:	Voluntary
Position Appointment:	Annual General Meeting
Appointment Duration:	24 months
Reports To:	NZIHf Management Committee

Overview:

The NZIHf Vice-President is responsible for assisting the NZIHf President and providing insight and guidance to the NZIHf Management Committee.

Responsibilities include but are not limited to:

- Assist the NZIHf President in their day-to-day duties
- In the absence of the President of the NZIHf, the Vice-President can execute the affairs delegated to them by the President or the NZIHf Management Committee.
- Monitors the development of the sport in their respective geographical region; and
- Reports the interests of their respective region to the NZIHf Management Committee.
- Provide a year end report as part of the NZIHf AGM



NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	General Secretary
Position Type:	Paid Employee or Volunteer
Position Appointment:	Annual General Meeting
Appointment Duration:	As per employment contract, or if volunteer 12 months
Reports To:	NZIHf Management Committee

Overview:

The General Secretary is responsible for the day-to-day affairs of the NZIHf, ensuring the organisation operates efficiently.

Responsibilities include but are not limited to:

- Ensure the effective and efficient operation of the NZIHf office in accordance with good governance practices
- Establish an organization and staff complement as required to fulfill the objectives of the NZIHf and subject to the approval of the NZIHf Management Committee. The General Secretary shall select and employ office staff and be responsible for good human resource practices
- Attend NZIHf Management Committee and Meetings as required, but shall have no right to vote
- Implement decisions in compliance with the President's directives
- Manage and keep the NZIHf accounts proper
- Assist all portfolio holders in the delivery of their roles
- Compile the meeting minutes for Meetings and NZIHf Management Committee
- Coordinate official NZIHf correspondence
- Administer the relations between NZIHf Member Regional Associations
- Other duties based on existing General Secretary contract
- The General Secretary should be familiar with the operations of the NZIHf
- Provide a year end report as part of the NZIHf AGM



NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	International Ice Hockey Portfolio
Position Type:	Voluntary
Position Appointment:	Annual General Meeting
Appointment Duration:	24 months
Reports To:	NZIHf Management Committee

Overview:

The International Ice Hockey portfolio holder is responsible for the oversight of all NZIHf national representative teams.

Responsibilities include but are not limited to:

- Manage the process of appointing all team management to the national men's and women's teams and development programmes
- Oversee all budgets for national teams
- Assist the Director of Women's Hockey and the NZIHf Coaching Coordinator in appointment of national team staff as part of the selection committee
- Structure and mandate all team planning and campaigns for IIHF World Championships
- Gather and report on feedback from players and management
- Provide a year end report as part of the NZIHf AGM



NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	National Ice Hockey Portfolio
Position Type:	Voluntary
Position Appointment:	Annual General Meeting
Appointment Duration:	24 months
Reports To:	NZIHf Management Committee

Overview:

The National Ice Hockey portfolio holder is responsible for the oversight of all NZIHf sanctioned ice hockey events throughout New Zealand

Responsibilities include but are not limited to:

- To oversee all NZIHf sanctioned ice hockey events throughout New Zealand
- To oversee and provide direction to the general managers of NZIHf operated leagues
- To oversee coordination among the New Zealand ice hockey regions to develop learn to play, player recruitment and to provide suggestions for growth and league development in New Zealand
- To work with the National Coaching Coordinator and General Secretary to come up with strategies for growth and development
- Provide a year end report as part of the NZIHf AGM



NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	Treasurer - NZIHF
Position Type:	Voluntary
Position Appointment:	Annual General Meeting
Appointment Duration:	12 months
Reports To:	NZIHF Management Committee

Overview:

The NZIHF Treasurer is responsible for the administration of funds and oversight of all financial matters relating to the NZIHF. The Treasurer should be financially literate, being defined as able to read and understand financial statements, have financial management expertise and relevant business management experience and experience with awareness of the New Zealand legislation relating to bookkeeping, taxes and presentation of accounts and New Zealand Auditing Standards.

Responsibilities include but are not limited to:

- Issue invoices, manage debtors and reconcile payments as part of the day to day operation of the NZIHF
- Carry out all tax and GST obligations of the NZIHF
- Seek and report on charitable funding for the NZIHF, alongside the Funding portfolio holder
- Provide accountability reports to funding agencies as required
- Monitor the integrity, completeness and reliability of the NZIHF financial reporting processes and systems of internal controls regarding financial reporting and accounting
- Management of the NZIHF Finance Committee and financial matters to do with budgeting and day to day governance and operation of the NZIHF
- Attendance at monthly Board meetings and report on key financial events and fiscal governance
- Involvement in other committees as required
- Manage the finances of the NZIHF and administer fiscal matters
- Provide an annual budget to the Board of Directors for approval as well as other appropriate financial reports
- Help to develop and oversee the NZIHF's financial policies and procedures
- Attendance at monthly Board meetings and report on important matters concerning the role and its responsibilities
- Liaise with our appointed auditors at year end
- Provide a year end report as part of the NZIHF AGM



NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	Treasurer – NZIHL, Women's Ice Hockey & Junior Leagues
Position Type:	Voluntary
Position Appointment:	Annual General Meeting
Appointment Duration:	12 months
Reports To:	NZIHF Management Committee

Overview:

The Treasurer for NZIHL, Women's Ice Hockey and Junior Leagues is responsible for the administration of funds relating to the operation of the New Zealand Ice Hockey League, Women's Ice Hockey and Junior Leagues. The Treasurer should be financially literate, being defined as able to read and understand financial statements, have financial management expertise and relevant business management experience and experience with awareness of the New Zealand legislation relating to bookkeeping, taxes and presentation of accounts and New Zealand Auditing Standards.

Responsibilities include but are not limited to:

- Issue invoices, manage debtors and reconcile payments as part of the day to day operation of the NZIHL, Women's Ice Hockey and Junior Leagues
- Carry out all tax and GST obligations of the NZIHL, Women's Ice Hockey and Junior Leagues
- Seek and report on charitable funding for the NZIHL, Women's Ice Hockey and Junior Leagues
- Provide accountability reports to funding agencies as required
- Management of the NZIHL, Women's Ice Hockey and Junior Leagues Finance Committee and financial matters to do with budgeting and day to day governance and operation of the leagues.
- Attendance at monthly Board meetings and report on key financial events and fiscal governance
- Involvement in other committees as required
- Manage the finances of the NZIHL, Women's Ice Hockey and Junior Leagues and administer fiscal matters
- Provide an annual budget to the Board of Directors for approval as well as other appropriate financial reports
- Help to develop and oversee the NZIHL, Women's Ice Hockey and Junior Leagues' financial policies and procedures
- Work with NZIHF Management Committee and NZIHF Treasurer to develop systems for managing the NZIHL, Women's Ice Hockey and Junior Leagues' finances
- Liaise with our appointed auditors at year end
- Provide a year end report as part of the NZIHF AGM





NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	Referee in Chief
Position Type:	Voluntary
Position Appointment:	Annual General Meeting
Appointment Duration:	12 months
Reports To:	NZIHf Management Committee

Overview:

The NZIHf Referee in Chief is the most senior officiating position, responsible for the national oversight and development of officiating at all levels.

Responsibilities include but are not limited to:

- Recruits, selects and assists to develop a pool of high-quality referees to be used in the officiating of top level ice hockey events
- Provides or arranges any necessary referee clinics, trainings or other programming needed to certify potential referees, enhance the skills or existing referees and/or improve the performance of referees not meeting standards
- Prepares, schedules, assigns and distributes a duty roster or the digital equivalent providing coverage for all applicable NZIHf events
- Assesses, monitors, evaluates and provides feedback to active referees regarding their knowledge and application of the rules of hockey and on-ice performance
- Understands the procedures referees are expected to follow regarding game or other related incidents
- Respond, in conjunction with League Directors, to written complaints of on-ice officials
- liaise with the IIHF regarding World Championship licensing
- Communicates regularly with the NZIHf President, Board of Directors and the roster of referees regarding all pertinent matters
- Assists the NZIHf President, Disciplinary Committee and Board of Directors in disciplinary matters of referees, players, Association Members or others.
- Attends meetings, trainings or other matters related and relevant to the position of Referee-in-Chief
- Collaborates with the coaching director, the NZIHf Board of Directors and the membership of the NZIHf on all matters pertaining to the rules and regulations.
- Attendance at monthly Board meetings and report on important matters concerning the role and its responsibilities
- Carries out other duties as assigned by the President of the NZIHf
- Provide a year end report as part of the NZIHf AGM



NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	NZIHL General Manager
Position Type:	Voluntary
Position Appointment:	Annual General Meeting
Appointment Duration:	12 months
Reports To:	NZIHF Management Committee

Overview:

The NZIHL General Manager responsible for the planning and day to day operation of the New Zealand Ice Hockey League.

Responsibilities include but are not limited to:

- Develop the NZIHL as an elite ice hockey programme
- Preparation of an annual budget for the NZIHL, optimize expenses and manage the league within constraints of the approved budget.
- Report to Board on monthly basis the financial position of the league.
- Co-ordinate and book travel and accommodation calendars
- Develop and foster healthy relationships with team staff and players
- Represent the NZIHL in a positive manner
- Perform additional duties as directed by the NZIHF President and Management Committee
- In conjunction with the NZIHL Treasurer, manage the finances of the NZIHL and administer fiscal matters
- Attendance at monthly Board meetings and report on important matters concerning the role and its responsibilities
- Assists the NZIHF President, Disciplinary Committee and Board of Directors in disciplinary matters of referees, players, Association Members or others
- Produce and manage an Events Manual for the NZIHL
- Provide a year end report as part of the NZIHF AGM



NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	NZWIHL General Manager
Position Type:	Voluntary
Position Appointment:	Annual General Meeting
Appointment Duration:	12 months
Reports To:	Women's Ice Hockey Portfolio

Overview:

The NZWIHL General Manager responsible for the planning and day to day operation of the New Zealand Ice Hockey League.

Responsibilities include but are not limited to:

- Develop the NZWIHL as an elite ice hockey programme
- Preparation of an annual budget for the NZWIHL, optimize expenses and manage the league within constraints of the approved budget.
- Report to Board on monthly basis the financial position of the league.
- Co-ordinate and book travel and accommodation calendars
- Develop and foster healthy relationships with team staff and players
- Represent the NZWIHL in a positive manner
- Perform additional duties as directed by the NZIHF President and Management Committee
- In conjunction with the NZWIHL Treasurer, manage the finances of the NZWIHL and administer fiscal matters
- Attendance at monthly Board meetings and report on important matters concerning the role and its responsibilities
- Assists the NZIHF President, Disciplinary Committee and Board of Directors in disciplinary matters of referees, players, Association Members or others
- Produce and manage an Events Manual for the NZWIHL
- Provide a year end report as part of the NZIHF AGM



NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	Senior Players Portfolio
Position Type:	Voluntary
Position Appointment:	Annual General Meeting
Appointment Duration:	12 months
Reports To:	NZIHf Management Committee

Overview:

The Senior Players portfolio holder is responsible for the development of adult ice hockey programmes in New Zealand and providing added-value activities to NZIHf senior members.

Responsibilities include but are not limited to:

- Develop a national strategy that promotes adult ice hockey participation and the continual development of adult ice hockey
- Lead and orchestrate the development of added-value activities and initiatives, such as tournaments and inter-regional challenges, for NZIHf senior members
- Represent the best interests of all senior ice hockey activity
- Work with regional associations to develop their adult ice hockey programmes and activities
- Act as a liaison for all NZIHf national leagues, between players/management and the NZIHf Management Committee
- Attendance at monthly Board meetings and report on important matters concerning the role and its responsibilities
- Provide a year end report as part of the NZIHf AGM



NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	Women's Ice Hockey Portfolio
Position Type:	Voluntary
Position Appointment:	Annual General Meeting
Appointment Duration:	12 months
Reports To:	NZIHf Management Committee

Overview:

The Women's Ice Hockey portfolio holder is responsible for representing and developing all areas of women's ice hockey in New Zealand.

Responsibilities include but are not limited to:

- Represent women's ice hockey's best interests
- Oversee all aspects of women's ice hockey that are governed by the NZIHf
- Actively participate in the governance and development of women's ice hockey in New Zealand
- Liaise with the NZWIHL General Manager to assist with the co-ordination, development and management of the NZWIHL
- Communicates regularly with the NZIHf President, Board of Directors and the roster of referees regarding all pertinent matters.
- Assist National Women's team staff with the development, implementation and reporting on national women's training camps/programmes
- Attendance at monthly Board meetings and report on important matters
- Provide a year end report as part of the NZIHf AGM



NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	Junior Leagues Portfolio
Position Type:	Voluntary
Position Appointment:	Annual General Meeting
Appointment Duration:	12 months
Reports To:	NZIHf Management Committee

Overview:

The Junior Leagues portfolio holder is responsible for representing and developing all areas of junior and representative ice hockey in New Zealand.

Responsibilities include but are not limited to:

- Develop a national strategy that promotes junior ice hockey participation and the continual development of adult ice hockey
- Prepare budgets and tournament plans for junior representative ice hockey programmes
- Co-ordinate bookings of travel and accommodation for inter-regional competitions
- Manage the player dispensation process and act in the best interests of players and the Junior Leagues
- Have the authority to suspend any player or member of the coaching staff as deemed necessary, in consultation with the NZIHf Disciplinary Committee
- Work with regional associations to develop their junior ice hockey programmes and activities
- Act as a liaison for all NZIHf junior national leagues, between players/management and the NZIHf Management Committee
- Attendance at monthly Board meetings and report on important matters concerning the role and its responsibilities
- Provide a year end report as part of the NZIHf AGM



NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	Marketing & Communications
Position Type:	Voluntary
Position Appointment:	Annual General Meeting
Appointment Duration:	12 months
Reports To:	NZIHf President, General Secretary

Overview:

The Marketing & Communications portfolio holder is responsible for maintaining high levels of communication for the day to day running of the NZIHf, including its internal and external stakeholders.

Responsibilities include but are not limited to:

- Assist the NZIHf President and General Secretary as required for all official communication for the NZIHf
- Assist all Management Committee members with any communications related matters
- Assist NZIHf affiliated clubs to promote and administer the sport of ice hockey in New Zealand, working with, or in place of (where none exist), local club marketing volunteers
- Assist national team coaches and domestic representative league general managers with all aspects of internal and external communication
- Oversee all areas of marketing and communications for the NZIHf, its leagues and the sport of ice hockey in general, in New Zealand
- Prepare a yearly budget pertaining to the marketing and communications role
- Develop marketing collateral and advertising strategies to promote the sport of ice hockey in New Zealand, and assist NZIHf affiliated clubs in the delivery of these initiatives
- Maintain the NZIHf website and social media accounts with regular news content
- Oversee the continual development of the NZIHL and NZWIHL game livestreams as product to be consumed by fans and non-fans alike
- Schedule livestreams, prepare individual game highlight videos for NZIHL and NZWIHL game livestreams
- Work with local club volunteers to improve the quality and support the delivery of NZIHL and NZWIHL livestreams
- Establish long term relationships with media outlets throughout New Zealand, to promote and grow the sport of ice hockey in New Zealand
- Support marketing managers of the NZIHL and NZWIHL national leagues, in the delivery of all aspects of media communications
- Maintain the NZIHL and NZWIHL websites
- Develop and maintain infrastructure and networks that allow the smooth day to day operation of the NZIHf – website, email, videoconferencing and other technologies - as required
- Prepare all internal communications, votes and distribution of information to the NZIHf Management Committee as required
- Prepare monthly NZIHf board meeting agendas, schedule meetings and prepare NZIHf Management Committee meeting minutes to the satisfaction of the NZIHf President and/or General Secretary
- Maintain the NZIHf's *esportsdesk* national registration platform, and work with the NZIHf Treasurer to ensure player registration and revenue collection is operational at all times
- Work with the General Secretary and International Ice Hockey Portfolio holder to develop

player proposal information packs, online registration and payments for each of New Zealand's national teams competing in the annual IIHF tournaments

- Support the General Secretary to prepare the public and internal stakeholder notices for the AGM
- Assist the NZIHF President and/or General Secretary in the running of the AGM
- Prepare NZIHF AGM minutes to the satisfaction of the NZIHF President and/or General Secretary
- Provide a year end report as part of the NZIHF AGM



NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	Police Vetting
Position Type:	Voluntary
Position Appointment:	Annual General Meeting
Appointment Duration:	12 months
Reports To:	NZIHf Management Committee

Overview:

The Police Vetting portfolio holder is responsible for the submission of and reporting on police vetting forms for all leagues and activities of the NZIHf.

Responsibilities include but are not limited to:

- Submit and report on police vetting forms for all leagues and activities of the NZIHf as required by New Zealand law and the NZIHf's Youth Protection Policy
- Maintain a record of all police vetting submissions and results
- Report concerns/findings to the NZIHf President and/or Management Committee as appropriate and without delay
- Maintain confidentiality
- Provide a year end report as part of the NZIHf AGM



NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	Medical
Position Type:	Voluntary
Position Appointment:	Annual General Meeting
Appointment Duration:	12 months
Reports To:	NZIHf Management Committee

Overview:

The Medical portfolio holder shall provide input to the NZIHf's strategic and operational objectives concerning all health and medical related matters.

Responsibilities include but are not limited to:

- Provide feedback and advice to the NZIHf Management Committee on all health and medical related matters
- Assist with development of protocols and procedures on all health and medical related matters
- Direct, manage, implement, and develop ongoing policies and procedures for all ice hockey related programming with emphasis on risk management and safety of all patrons and staff
- Direct and act as Tournament Medical Officer for New Zealand-hosted IIHF Tournaments, as advised by the IIHF
- Report health and medical related concerns to the NZIHf President and/or Management Committee without delay
- Assists the NZIHf President, Disciplinary Committee and Board of Directors in disciplinary matters of referees, players, Association Members or others
- Provide a year end report as part of the NZIHf AGM



NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	Disciplinary Co-ordinator
Position Type:	Voluntary
Position Appointment:	Annual General Meeting
Appointment Duration:	12 months
Reports To:	NZIHf Management Committee

Overview:

The Disciplinary Co-ordinator is responsible for disciplinary matters across all leagues and activities of the NZIHf and NZIHf affiliated members.

Responsibilities include but are not limited to:

- Chair all disciplinary panel hearings as required
- Co-ordinate disciplinary panel hearings, including compilation of statements, evidence and all other items necessary for the hearing to proceed
- Liaise with the NZIHf Management Committee and League Directors regarding the interpretation and application of Regulations;
- Participate in discussions that focus on the improvement and growth of the game
- Inform team managers and league co-ordinators of all disciplinary results
- Maintain a record of disciplinary matters and their results
- Ensure suspensions and other punishments for disciplinary matters are adhered to
- Develop and maintain the NZIHf's Disciplinary Tribunal and Suspensions Regulations document, and all other related policies and procedures
- Attendance at monthly Board meetings and report on important matters concerning the role and its responsibilities
- Provide a year end report as part of the NZIHf AGM



NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	Coaching & National Skills Development Programme
Position Type:	Voluntary
Position Appointment:	Annual General Meeting
Appointment Duration:	12 months
Reports To:	NZIHf Management Committee

Overview:

The Coaching & National Skills Development Programme portfolio holder responsible for the planning development of coaching programmes that achieve positive growth and player development at all levels in New Zealand.

Responsibilities include but are not limited to:

- Develop coaching programmes at all levels of play to assist regional activity
- Work in conjunction with national team coaches and management to develop, implement and report on national training camps and training programmes as part of IIHF World Championship events
- Develop tools and measurements to track skills development over time at all levels of play
- Provide a year end report as part of the NZIHf AGM



NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	Registrar
Position Type:	Voluntary
Position Appointment:	Annual General Meeting
Appointment Duration:	12 months
Reports To:	NZIHf Management Committee

Overview:

The Registrar shall keep a record of and report on all NZIHf memberships.

Responsibilities include but are not limited to:

- Acquire regional membership data on an annual basis to compile a list of all NZIHf members
- Process regional membership data in to a standardised format, which maintains a record of all NZIHf members, age groups and related demographics over time
- Work with the NZIHf Treasurer to ensure an accurate record of members is submitted on a per region basis for membership invoicing
- Attendance at monthly Board meetings and report on important matters concerning the role and its responsibilities
- Provide a year end report as part of the NZIHf AGM



NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	IIHF International Transfers
Position Type:	Voluntary
Position Appointment:	Annual General Meeting
Appointment Duration:	12 months
Reports To:	NZIHf Management Committee

Overview:

The IIHF International Transfers portfolio holder is responsible for the administration of the International Transfer Card (ITC) process and all related matters.

Responsibilities include but are not limited to:

- Work with players, regional clubs and international bodies to administer the ITC process
- Work with the NZIHf Registrar to ensure an accurate record of all NZIHf members is maintained, concerning player eligibility status
- Work with the NZIHf Treasurer to ensure financial requirements are adhered to for all ITC applications
- Provide a year end report as part of the NZIHf AGM



NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	Funding Applications
Position Type:	Voluntary
Position Appointment:	Annual General Meeting
Appointment Duration:	12 months
Reports To:	NZIHf Management Committee

Overview:

The Funding Applications portfolio holder is responsible for seeking charitable funding for all areas of national and NZIHf affiliated ice hockey programmes

Responsibilities include but are not limited to:

- Compile and submit charitable funding applications to all relevant charitable entities for all national and NZIHf affiliated ice hockey programmes
- Seek approval for funding applications via the NZIHf Management Committee
- Work with the relevant Treasurer to record and report on successful and unsuccessful charitable applications
- Attendance at monthly Board meetings and report on important matters concerning the role and its responsibilities
- Provide a year end report as part of the NZIHf AGM



NEW ZEALAND ICE HOCKEY FEDERATION

Role Description:	Archives
Position Type:	Voluntary
Position Appointment:	Annual General Meeting
Appointment Duration:	12 months
Reports To:	NZIHf Management Committee

Overview:

The Archives portfolio holder is responsible for maintaining the history of the NZIHf.

Responsibilities include but are not limited to:

- Compile all documents and footage from the past NZIHf season
- Save and preserve all material
- Provide to the General Secretary and/or NZIHf designated historian
- Provide an End of Year Report at the NZIHf Annual General Meeting