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## The Newfoundland and Labrador U18 Hockey League

# DUTIES OF THE LEAGUE ADMINISTRATOR

### GENERAL

The Administrator will be responsible for the day-to-day operation of the League. The Administrator will answer to the President and will work closely with the Governors.

### APPOINTMENT

The administrator will be hired for a 3 year term. The Executive may use any method it wishes to identify candidates for the position of Administrator.

### DUTIES AND RESPONSIBILITIES

- Call meetings on behalf of the President and/or Governors as required via ZOOM.
- Update the League website with updated governing documents, team user accounts, input the schedule, etc.
- Create the League Schedule based on team requests.
- Conduct the day-to-day business of the League (pay bills, purchasing, make deposits, etc.)
- Request nominees from teams for the League awards and establish winners based on team rankings. Order keeper trophies and update perpetual trophies.
- Work closely with HNL to register players and coaching staff with Hockey Canada using the on-line registration system.
- Work closely with Metro Referee's Association to update them on changes to the schedule.
- Keep an accurate record of penalties that carry suspensions using the Suspension Tracker and update teams in a timely manner.
- Keep an accurate record of team fundraising requests and subsequent financial reports to Service NL.
- Register the NLU18MHL as a member with HNL on an annual basis.
- Perform monthly bank reconciliations and quarterly financial reports to Executive and Governors. The Administrator's civic address will be the official address of the League.
- Submit league budget to Executive and Governors for edits and ratification at AGM.
- Organize the Annual General Meeting
- Operate the league's twitter account.
- Operate the league's ZOOM account.
- Other duties as assigned.