

House League Scheduler

Term: **2 YEARS**

Experience Requirements

- Basic Computer Knowledge – Internet, MS Office
- BRDMHA Constitution, Bylaws

Responsibilities

1. Responsible for the scheduling of all house league ice times as it relates to the operation of the House League divisions. Which would include games, practices, day of champs.
2. Work with Association Ice Scheduler to acquire appropriate ice times for all divisions.
3. Schedule all interlock or inter association games.
4. Maintain and update schedule on the BRDMHA website.
5. Work with House League director and Director of Player development in scheduling Day of champion's games.
6. Provide monthly and annual report to BRDMHA Executive during our Monthly and Annual General Meeting
7. Act as director at Large, and assist other directors with various other areas of the association when needed.
8. Attend all monthly board meetings including Semi and or Annual general meeting as scheduled.
9. Position shall be a two year term elected in even number years.