



**FIELD HOCKEY ONTARIO**  
Box# 80030  
Appleby Line, Burlington, ON  
L7L 6B1  
**tel:** 1 (877) 605-0855  
info@fieldhockeyontario.com

## Secretary Role Description

Field Hockey Ontario (FHO) is the provincial association that leads, grows, and promotes outdoor and indoor field hockey in Ontario by engaging clubs, developing qualified coaches and officials, and supporting athletes at all developmental stages.

At FHO, we don't just accept differences — we celebrate it, we support it, and we thrive on it for the benefit of our players, coaches, umpires, technical officials, members, and our sporting community at large. FHO is proud to be an equal opportunity organization starting with the board, employees, volunteers, and committee members. We are committed to creating an inclusive and diverse work environment where all individuals feel safe and welcome. All qualified applicants will receive consideration for nomination without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. FHO welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

### Role of the Board of Directors

The FHO Board concentrates on providing strategic leadership and direction, financial oversight, and fiduciary responsibility to the organization through the development of plans and policies. The Board establishes a clear strategic plan with organizational priorities, initiates supportive policies, holds itself accountable, engages in evaluation, and enhances its governance capacity. Operational authority, including day-to-day operations, is also handled by the Board as FHO does not have any paid staff. We rely entirely on our volunteers to carry out all activities.

### Time Commitment

- Three (3) year term.
- 6-12 meetings per year – held monthly or bimonthly, with special ad hoc meetings as needed.

### Responsibilities of the Secretary

- Assures that an agenda has been prepared by the Board Chair (President) and that the agenda is distributed in advance of the Board meeting.
- Oversees the distribution of background information for agenda items to be discussed.
- Prepares the official minutes of the meeting and records motions, discussions, votes, and decisions.
- Prepares and provides the previous meeting's written minutes to Board members before the next meeting and records any changes or corrections.
- Assures that documents are accessible to Board members.
- Schedules and notifies Board members of upcoming meetings.



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- Holds Board members accountable for their tasks.
- Fulfills the Chair's (President's) duties when the presiding officer is absent or if that office becomes vacant.
- Assists the Chair (President) in the execution of their duties.
- Serves on sub-committees as requested to learn the operations of the Board.
- Works closely with the Chair (President) to transfer knowledge and history to prepare for leadership transitions.

### **General Responsibilities of the Board**

- Provide guidance and leadership to FHO sub-committees, FHO volunteers, and paid staff and contractors (if applicable) as they implement the strategic and operational plans.
- Chair and/or participate on one or more FHO sub-committee.
- Review agenda and supporting materials prior to Board and sub-committee meetings.
- Approve annual budget and audit reports.
- Represent FHO to stakeholders and acting as an ambassador to the organization.

### **Timelines and Key Dates**

- Nominations Open – Monday, December 1<sup>st</sup>, 2025.
- Nominations Close – Monday, January 5<sup>th</sup>, 2026.
- Board Election – Monday, January 19<sup>th</sup>, 2026.
- First Meeting of New Board – February 2026 (exact date to be determined).

### **Application-Nomination**

To submit your interest in a Board position please complete the **2025 AGM Board of Directors Nomination Form** and email [secretary@fieldhockeyontario.com](mailto:secretary@fieldhockeyontario.com) with your FHO number, completed form, and identify the Board position(s) you are interested in.

**Deadline to submit is Monday, January 5<sup>th</sup>, 2026 @ 11:59 pm EST.**

Please see the FHO By-laws Article IV, for detailed information on the Composition of the Board and Eligibility of Directors.

Thank you for your support as we continue to develop field hockey across Ontario!