



## Convener Duties Policy

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**Objective:**

To ensure all NCHA conveners are aware of their duties.

**Applicability:**

This policy applies to all NCHA conveners.

**Process:**

Conveners are responsible for the following:

1. Budget Approval – Conveners will collect team budgets and review with Treasurer for approval.
2. Staff Approval - Conveners will collect team staff lists and present to board for approval.
3. Fundraising – Conveners will collect all team fundraising plans and review for approval.
4. Tournaments – Conveners will collect all team tournament information and review for approval, as per NCHA policy.
5. Police checks - Conveners to provide any collected to the Registrar.
6. Convener act as board representative at parent meetings. If a convener is not able to attend a board member must be present.
7. Meet with coaches 3 times during the season.
8. Review season and practice plan.
9. The convener or their delegate, should attend occasional practices and ensure adequate coaching techniques. Provide mentors, if required.
10. The convener or their delegate, should attend occasional games and ensure fair play.