

May 18, 2024

Dear Sackville Minor Hockey Association families and community,

I would like to formally put my name forward for the position of Secretary. My name is Laura Harris Buffett, and I am a dedicated member of this community. My husband and I have two children, one who is currently active with SMHA and another who has previously played with SMHA before moving on to Metro West Force.

Throughout the years of my children playing hockey, I have always been actively engaged in supporting their hockey journeys. I have consistently taken on various roles within their teams, whether it be coordinating 50/50, managing hockey pools, handling treasurer duties, or serving as team manager. Additionally, in 2019 I had the honor of being appointed as the initial Director of Tournaments for SMHA before the unfortunate circumstances of Covid forced the halt of all tournaments and shifted the overall structure of hockey.

I am sincerely delighted to present myself as a candidate for the position of Secretary, as I strongly believe that my experiences in both hockey and my professional career can be of immense value to Sackville Minor Hockey. For the past 25 years, I have been a dedicated employee at Dalhousie University, where I have held the position of Managing Director of Education for the past 15 years. Throughout my career I have accumulated significant expertise in team building, communication, collaboration, and documentation management, where I consistently strive to carry out my responsibilities without any bias, ensuring fairness and objectivity in all decision-making processes. Additionally, I am well-versed in the intricacies of organizing, safeguarding documentation and streamlining workflows to ensure compliance with regulations and possess the necessary skills to professionally manage large volume of documentation.

If elected as Secretary, there are four primary areas that I will focus on:

- Communication
- Documentation
- Job Descriptions
- Feedback/Evaluation Process

Effective **communication** is essential for the Executive to thrive while adhering to all policies, procedures, and guidelines. I will ensure clear and timely communication between SMHA and its members, as well as the necessary external stakeholders. This includes regular updates on important information, upcoming events, changes or developments within the association, and access to minutes from meetings in a timely fashion. I will strive to build a strong relationship and work closely with the members of the Executive team, Board Members and Administrative team, which will allow for better accountability and transparency to the greater community of the SMHA members. I propose the implementation of a monthly synopsis communication on the activities of the executive members. This initiative aims to ensure that all members of SMHA are well-informed about ongoing developments. By providing a concise summary of our executives' actions, we can foster transparency and keep everyone up-to-date with important decisions and achievements. Such formal communication will serve as an effective tool for enhancing organizational cohesion and promoting greater participation among our valued members.

As a member of SMHA, locating **documentation** for policies, guidelines, and processes has often been challenging. To address this issue, the focus will be on developing a method that provides all members

easier access to these resources. The process will clearly outline proper record management procedures and include tracking when the documents were last reviewed, changes made and their nature. Additionally, a schedule will be implemented for regular reviews to ensure accuracy and up-to-date information. This approach is crucial in maintaining record integrity and preventing errors or inconsistencies. By consistently reviewing and updating these documents, we can guarantee they reflect the most current information aligned with association standards. Implementing such a process is vital for promoting transparency and accountability within SMHA. The dedication of the current executive team to enhancing player and family experiences over the past year has been evident; therefore, there is excitement in supporting their initiatives moving forward.

Another key area where I feel can enhance the effective functioning of the Executive is through detailed **job descriptions**. Having well-defined job descriptions for positions within SMHA will ensure clarity of responsibilities and expectations. Although there are brief descriptions of positions within the By-Laws document, establishing comprehensive job descriptions that reflect the role's duties and expectations will further the enhancement of communication, which the Secretary role supports. Furthermore, the development of a comprehensive "Frequently Asked Questions and Who to Contact" section will greatly benefit families and players by effectively addressing their routine questions. This valuable resource will serve as a reliable platform for parents to gain clarity and understanding on various aspects related to SMHA. By providing easy access to accurate information, will not only support parents in finding answers but also encourage their active involvement in volunteering with SMHA. This forum can be instrumental in showcasing the diverse roles available within the organization, enabling parents to explore opportunities they may not have previously considered.

Lastly, if I am elected as Secretary, I would like to propose the creation and implementation of a comprehensive **feedback and evaluation** process. This process would actively seek input from players, coaches, managers, and families to continuously enhance the SMHA experience. By directly gathering information from all stakeholders, we can identify areas for improvement and address important matters that will ultimately lead to positive changes within our organization. My commitment is to work collaboratively with the appropriate individuals to collect this valuable feedback and facilitate growth and improvement for SMHA.

Thank you for considering my candidacy for the position of Secretary with Sackville Minor Hockey Association. I am excited about the opportunity to contribute my skills and experiences towards fostering a successful hockey community. I would like to express my understanding and gratitude for the hard work put in by the current executive team. It is clear that they have been dedicated to advancing the goals of the association. I am excited about joining the team as an effective member of the Executive, building upon the strong foundation they have established for SMHA.

Sincerely,



Laura Harris Buffett