



MEETING POLICY

**Effective March 4, 2018
Amended March 12, 2020**

1. PURPOSE

- 1.1 To set out the structure to create engagement and communication between the Board, Members and Staff in delivering hockey in the OHF.

2. PURPOSE OF MEETINGS

- 2.1 Meetings are meant to further the overall direction of the Ontario Hockey Federation and to build relationships with the OHF's Members and stakeholders in the delivery of hockey within the jurisdiction of the OHF.
- 2.2 Meetings are an opportunity to expand on communication between the Members, Board and Staff to ensure we establish and achieve our Strategic and Operational Plans.

3. PARTICIPANTS AND ATTENDEES OF MEETINGS

- 3.1 Participants should attend meetings prepared with knowledge, focus and purpose of the agenda items. To share ideas and be ready to provide input or make decisions when required.
- 3.2 Attendees should attend meetings prepared on the agenda. Attendees are not active participants unless requested to be by the chair of the meeting. While not being active participants they should ensure that they are not disruptive to the meeting by being attentive, listening and refraining from conversations away from the meeting table.

4. NUMBER OF MEETINGS

- 4.1 The OHF Directors will have a minimum of four (4) meetings within an OHF Fiscal Year.
- 4.2 Members will have two (2) formal meetings as set out in the By-Laws.
- 4.3 Member Forum will have a minimum of four (4) meetings within an OHF Fiscal Year.
- 4.4 Senior Leadership Team and OHF Operations Meetings are determined on an annual basis in the budget

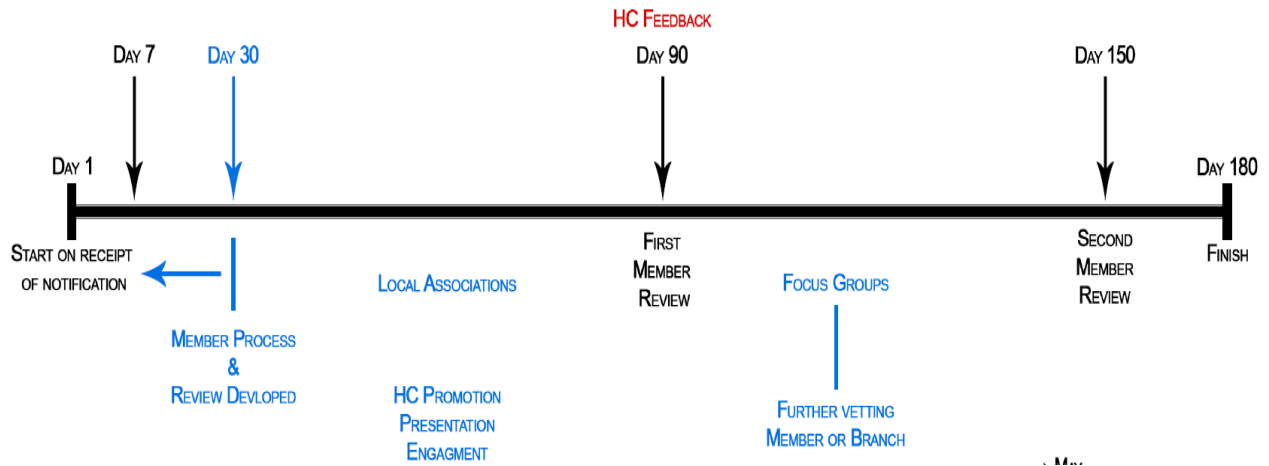
5. MEETING STRUCTURE OVERVIEW

- 5.1 The OHF has built its meeting structure around the planning process of the OHF, Hockey Canada and its Members to maximize opportunities for input from its Members in to Hockey Canada direction and decisions.



6. FEEDBACK TIME FRAMES

6.1 Long feedback loop.



6.2 Short feedback loop.

