

DUTIES OF OFFICERS AND DIRECTORS



PURPOSE

The purpose of this policy is to outline the duties of officers and directors in the Carstairs Minor Hockey Association

PRESIDENT

- Vote only in event of a tie
- Ex-officio member of all committees
- Has the authority to exercise the powers of the Officers in case of emergency and will be responsible to the Board
- Will act of or will place someone of character to be the Communications Director for CMHA
- First right for the position of President will be given to a current Board member, second right to a member at large
- The term of President is two (2) years

VICE PRESIDENTS

- Attend meetings as required
- First Vice President is responsible for the following Board members:
 - Treasurer
 - Registrar
 - Coach Coordinator
 - Facility Liaison Representative
 - Equipment Manager
 - 2 / 27 Representative
- Second Vice President is responsible for the following Board Members:
 - Secretary
 - Referee in Chief
 - Referee Assignor
 - Special Events Coordinator(s)
 - CAHL Representative(s)
 - CAHL Governor(s)
- Responsible for but not limited to the following:
 - Providing information
 - Resolving issues

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- Providing guidance and assistance when required
- Provide proper channels to follow
- The Term of Vice President is a two (2) year off setting term

TREASURER

- Attend meetings as required
- Prepare the annual report and financial statement of the Association for the AGM
- Prepare a monthly financial report for the Board
- Deposit all Monies in a chartered bank in the name of the Association, and provide any receipts where deemed necessary
- May 31 signing authority to be reassigned, upon new member taking position.
- June 30 newly elected member shall receive financial books to allow for completion of non-profit status
- The term of Treasurer is two (2) years

SECRETARY

- Attend meetings as required
- Keep current bylaws and file updates with Hockey Alberta
- Provide a contact list of the Board members
- Responsible for submitting advertising and notification of approved CMHA events
- The term of Secretary is a two (2) year term

REGISTRAR

- Attend meetings as required
- Responsible for all aspects of player registration
 - a. Team registration
 - b. Permission to try out
 - c. Sanction and permits
 - d. Player affiliation with AAHA including leagues
- The term of Registrar is a two (2) year term

PAST PRESIDENT

- Attend all meeting as required.
- Responsible for voting procedure at the AGM and special Meetings.
- Does not have a vote on Board decisions.

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COACH COORDINATOR

- Attend all meetings as required
- Complete Hockey Alberta coaches level certification clinic no later than November 1 of the year appointed to the position
- Respect in Sport Coaches must be taken
- Responsible for forming, organizing, and chairing a coach selection committee of not less than three (3) individuals as approved by the Board
- Take coaching selection committee recommendations to the Board for final approval.
- Ensure that all coaching applications are appropriately screened, including police record screen and reference checks
- Organize and ensure that initiation and coaches level clinics are offered each year
- Ensure that all coaches have appropriate certifications
- Recommend replacement coaches to the Board for its review and approval
- Only upon the Boards approval may he/she replace a coach
- Prepare and submit to the Board at least one month prior to the AGM a report of the results of the coaching for the current year, as well as recommendations for improvements to the coaching evaluation and/or training process
- Will stand as Grievance Committee Chair
- This is a yearly reviewed term

REFEREE IN CHIEF

- Attend all meetings as required
- To organize and preside over the referee clinic at the beginning of the season
- organize and preside over preseason and pre provincial meetings with the association referees as per CMHA referee manual
- Maintain list of carded referees.
- monitor the progress, ability and conduct of the referees.
- Will work with the Referee Assignor to submit a monthly list to the Treasurer of all referee owed monies
- Must have evaluations completed on each referee prior to December 31
- This is yearly reviewed term

REFEREE COORDINATOR / ASSIGNOR

- Attend all meetings as required
- Assign appropriate levelled referees to games for the CMHA teams within a timely manner for both referee and Association
- Post schedule and contact information in referee room

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- Work with Referee in Chief to submit a monthly list to the Treasurer of all referee owed monies
- May fill the role of Referee in Chief if the position is not filled, upon request by the Board
- This is a yearly reviewed term

FACILITY LIAISON REPRESENTATIVE

- Attend meetings as required
- Schedule and coordinate practice, game and tournament ice times, special events and clinics by CMHA as deemed appropriate
- Submit ice times to CAHL by dates provided by CAHL
- Attend Town of Carstairs general monthly meetings as required
- Responsible for posting monthly schedule for facility usage as it pertains to the CMHA
- This is directed by the Town of Carstairs

EQUIPMENT MANAGER

- Attend meetings as required
- Responsible for maintenance and safe keeping of all Association equipment
- Present an inventory list to the Board twice a year, the first one in September meeting, and the second at the AGM
- No purchases shall be made without approval of the Board
- Coordinate with team managers for purchase of socks and other equipment as necessary
- Forward all equipment monies received to the Treasurer, complete with proper receipts and documentation
- Responsible for upkeep and engraving of yearly awards
- Ensure team awards are displayed properly from previous years
- This is a yearly reviewed term

SPECIAL EVENTS COORDINATOR

- Attend meetings as required.
- Responsible for organizing pictures, the annual award banquet, and overseeing Board approved fundraisers
- Responsible to report any special events to the public
- This is a yearly reviewed term

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CENTRAL ALBERTA HOCKEY LEAGUE (CAHL) REPRESENTATIVE

- Attend meetings as required
- Act as the liaison between Central Alberta Hockey League (CAHL) and Carstairs Minor Hockey Association
- Attend and vote at league meetings based on the decisions of the Association
- This is a yearly reviewed term

LEVEL COORDINATOR

- Attend meetings as required
- The liaison between player, coaches, managers, members and the Board
- This is a yearly reviewed term