

DUTIES OF OFFICERS AND DIRECTORS



PURPOSE

The purpose of this policy is to outline the duties of the Executive Directors and Director of the Carstairs Minor Hockey Association Board.

PRESIDENT

Term / Eligibility

- Two-year term – Elected at Annual General Meeting
- Shall be a Member that served, in the past year, on the Board of Directors.
- Shall hold an Executive Director (Officer) position.

Responsibilities

- Chair all meetings of the CMHA unless otherwise noted by CMHA Bylaw or Policies.
- Serve as ex-officio member of all Committees of the CMHA.
- Serve as principal spokesperson of the CMHA unless delegated to another Board Member.
- Call meetings of the CMHA in accordance with CMHA Bylaws and ensure that an agenda is created and distributed to Members in advance.
- Delegation of any duties not allocated by this Policy, or from any positions not currently filled by a Member, to another Board Member.

VICE PRESIDENT 1

Term / Eligibility

- Two-year term – Elected at Annual General Meeting. Ideally offsetting the term of the President.
- Shall hold an Executive Director (Officer) position.

Responsibilities

- Chair all meetings of the CMHA in the absence of the President unless otherwise noted by CMHA Bylaw or Policies
- Fulfill any of the duties designated for the President by CMHA Bylaws or Policies in the absence of the President.
- Leadership, Communication and Liaising to one half of the Board of Directors which shall be determined annually in collaboration with the President and Vice President 2.
- Performance of the responsibilities, on an as needed basis, for any of the positions listed above in the event that they become vacant.

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VICE PRESIDENT 2

Term / Eligibility

- Two-year term – Elected at Annual General Meeting. Ideally offsetting the term of Vice President 1.
- Shall hold an Executive Director (Officer) position.

Responsibilities

- Chair all meetings of the CMHA in the absence of the President unless otherwise noted by CMHA Bylaw or Policies
- Fulfill any of the duties designated for the President by CMHA Bylaws or Policies in the absence of the President.
- Leadership, Communication and Liaising to one half of the Board of Directors which shall be determined annually in collaboration with the President and Vice President 1
- Performance of the responsibilities, on an as needed basis, for any of the positions listed above in the event that they become vacant.

REGISTRAR

Term / Eligibility

- Two-year term – Elected at Annual General Meeting.
- Shall hold an Executive Director (Officer) position.

Responsibilities

- Manage all aspects of player and team registration including:
 - o Registration of Teams
 - o Try out permission authorizations
 - o Hockey Alberta Sanctioning and Permits
 - o Player affiliation

SECRETARY

Term / Eligibility

- Two-year term – Elected at Annual General Meeting.
- Shall hold an Executive Director (Officer) position.

Responsibilities

- Attend all meetings of the Association to prepare accurate minutes of the meetings. In the absence of the Secretary, the Board shall appoint another Board Member to carry out these duties.
- Management and safe keeping of approved meeting minutes.
- Communicate notices of the various meetings as required.

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- File the annual return, changes in the directors of the organization, amendments to the bylaws and other incorporating documents with the Corporate Registry.
- Custody of the seal of the Association, if applicable.
- Maintain a current list of all members of the Association and Board as well as their addresses, phone numbers and email addresses.
- Be responsible for any official correspondence of the Association.
- Acceptance of nominations in accordance with the CMHA's Bylaw.

TREASURER

Term / Eligibility

- Two-year term – Elected at Annual General Meeting.
- Shall hold an Executive Director (Officer) position.

Responsibilities

- Ensure that all monies are collected and subsequently deposited in a chartered bank in the name of the Association and provide receipts where required.
- Prepare the annual report and financial statement of the Association in advance of the Annual General Meeting
- Prepare a monthly financial report for the Board
- Prepare the Budget for the Board's review and approval
- Oversight of team accounts and treasurers as required
- Ensure that signing authority is re-established upon the election of new Board Members.
- Keep proper accounting records of the financial affairs of the Association.

2/27 LEAGUE COORDINATOR

Term / Eligibility

- One-year term – Appointed following the Annual General Meeting.
- Shall hold a Director Level position.

Responsibilities

- Coordination and Communication with the CMHA Board on matters relating to the 2/27 Hockey League.
- Acting as the CMHA liaison to participate in league discussions and deliberations.
- Aids in the creation of the U7 teams for CMHA.

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- When required, acts as the Chair of the 2/27 hockey league and establishes a committee of Members to assist in the scheduling and management of the league and associated league events.

CENTRAL ALBERTA HOCKEY LEAGUE (CAHL) REPRESENTATIVE

Term / Eligibility

- One-year term – Appointed following the Annual General Meeting.
- Shall hold a Director Level position.

Responsibilities

- Acts as the liaison between the Central Alberta Hockey League and CMHA
- Attends Central Alberta Hockey League meetings as required to vote on decisions as directed by the CMHA.
- Communicates to the CMHA any trends, concerns or activities relative to the Central Alberta Hockey League

COACH COORDINATOR

Term / Eligibility

- One-year term – Appointed following the Annual General Meeting.
- Shall hold a Director Level position.
- Must complete Respect in Sport Activity Leader Course
- Must complete Hockey Alberta Coaches Level 1 Certification Clinic prior to November 1st of the year appointed to the position.

Responsibilities

- Responsible for the establishment and chairing of the Coach Selection Committee as required by CMHA Policy.
- Annual recommendation of head coaches to the CMHA Board.
- Review of all coaching applications to ensure that they are completed, including applicable Criminal Record Checks and Respect in Sport Activity Leader certifications.
- Ensuring that all coaches and teams have required Hockey Alberta Certifications.
- Preparation of an annual report to the Board at least thirty (30) days prior to the AGM providing a summary of the year and outlining recommendations and/or improvements to the coaching evaluation and/or training processes.
- Communication of available coaching courses to the membership and/or hosting of courses where required.
- Hosting coaching meetings for Association members.

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COMMUNICATIONS COORDINATOR

Term / Eligibility

- One-year term – Appointed following the Annual General Meeting.
- Shall hold a Director Level position.

Responsibilities

- Management and Maintenance of the CMHA Website and Social Media Platforms;
- Creation of communication related material for publication.
- Advertisement of all CMHA meetings and other items as required by the CMHA Bylaws
- Communicating CMHA decisions to its members, team managers and/or members of the public as necessary.

DISCIPLINE COMMITTEE CHAIR

Term / Eligibility

- One-year term – Appointed following the Annual General Meeting.
- Shall hold a Director Level position.

Responsibilities

- Coordination of CMHA's Disciplinary Policy including acting as the Committee's Chair;
- Coordination of CMHA's Appeal Policy including acting as the Committee's Chair;
- Recruitment and recommendation of Members to the Disciplinary and Audit Committees.

EQUIPMENT COORDINATOR

Term / Eligibility

- One-year term – Appointed following the Annual General Meeting.
- Shall hold a Director Level position.

Responsibilities

- Maintenance, safe keeping and documentation of all Association Equipment.
- Coordinating jersey handout and pickup with team managers.
- Development and maintenance of an inventory list of all Association Equipment for Board review.
- Recommending to the Board for purchases of new equipment and coordination of applicable purchases.
- Coordinating the engraving and presentation of annual awards.
- Approving and submitting any invoices to the Treasurer for Board approved purchases.

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FEMALE HOCKEY COORDINATOR

Term / Eligibility

- One-year term – Appointed following the Annual General Meeting.
- Shall hold a Director Level position.

Responsibilities

- Coordination and Communication with the CMHA Board on matters relating to the development of female hockey in the Association.
- Communication with other associations for the promotion of female hockey.

ICE COORDINATOR

Term / Eligibility

- One-year term – Appointed following the Annual General Meeting.
- Shall hold a Director Level position.

Responsibilities

- Scheduling and coordinating practice, game and tournament ice times, special events and clinics for all CMHA teams as required.
- Providing ice time blocks to the Central Alberta Hockey League prior to the deadlines established by the Central Alberta Hockey League.
- Providing a schedule of ice times for inclusion on the CMHA website and for the Board's review monthly.
- Approval of invoices received for ice times prior to forwarding to the Treasurer for payment.

MANAGERS / SPECIAL EVENTS COORDINATOR

Term / Eligibility

- One-year term – Appointed following the Annual General Meeting.
- Shall hold a Director Level position.

Responsibilities

- Preparation and coordination of annual CMHA Fundraising opportunities.
- Where required, development of a Fundraising committee to assist with future fundraising events.
- Communication of CMHA Fundraising opportunities to Team Managers, Association members and members of the public.
- Planning and hosting of a Managers orientation at the beginning of the season.
- Planning and Coordination of annual CMHA events including:
 - o Pictures;

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- Awards Banquet; and
- Apparel Purchases
- Establishment of a Tournament Sub-Committee where required to plan, coordinate and host Association Tournaments.

PAST PRESIDENT

Term / Eligibility

- Ongoing – Appointed by nature of position
- Shall hold a Director Level position.
- Non-voting member

Responsibilities

- Duties as assigned by the Board.
- May assist with Annual General Meeting responsibilities as required.

PLAYER DEVELOPMENT COORDINATOR

Term / Eligibility

- One-year term – Appointed following the Annual General Meeting.
- Shall hold a Director Level position.

Responsibilities

- Preparation and coordination of annual CMHA player evaluation processes in accordance with CMHA Policy.
- Recommending to the CMHA Board the results of the player evaluation processes and team placements.
- Coordination of ongoing player development sessions.
- Collaboration with the Coaching Coordinator for ongoing player and coach development opportunities.

REFEREE COORDINATOR

Term / Eligibility

- One-year term – Appointed following the Annual General Meeting.
- Shall hold a Director Level position.
- May be combined with the Referee in Chief position.

Responsibilities

- Assigning appropriate levelled and experienced referees to games for CMHA teams within a timely manner for both the referee and the Association.
- Providing a detailed invoice to the Treasurer to ensure that referees are paid for their services.

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REFEREE IN CHIEF

Term / Eligibility

- One-year term – Appointed following the Annual General Meeting.
- Shall hold a Director Level position.
- Must complete Hockey Alberta Referee Level 2 Clinic or have previously completed a similar course.
- May be combined with the Referee Coordinator position.

Responsibilities

- Communication of available referee clinics to Association members and/or hosting of clinics where required.
- Maintain a directory of association referees available for assignment.
- Supervision and mentorship of officials for on-ice development.
- Evaluation of officials where required.
- Assisting the Referee Coordinator to determine the appropriate referees for each level of hockey.
- Reviewing any complaints related to officials and determining the appropriate course of action in accordance with Hockey Alberta.