

**APPENDIX - EXECUTIVE POSITIONS**

**1. DUTIES & RESPONSIBILITIES (duties subject to change by current Executive)**

These position outlines are to be used in conjunction with Article 4 of the Constitution and if there is a discrepancy, these descriptions shall be overridden by the Constitution.

Each Director shall always perform their responsibilities first and foremost in the best interests of the Association and abide by the Oath of Office and Association Code of Conduct and Code of Fair Play in accordance with CMHA policy on Safety & Respect.

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**PRESIDENT (TWO-YEAR TERM-ODD NUMBERED YEAR)**

*Prerequisite - minimum of 2 years of CMHA Board experience or other leadership equivalent*

**The President's duties as an officer shall be to:**

- a) preside at all general meetings of the Society and of the Executive;
- b) shall serve as the Association's representative at all Fraser Valley North, PCAHA & BCAHA meetings and ensure information is communicated to Executive;
- c) appoint a nominating committee before each Annual General Meeting;
- d) act as the official representative of the Society;
- e) serve as the Chief Executive Officer of the Society and supervise the other officers and coordinators in the execution of their duties;
- f) perform the responsibilities under Article 7;
- g) have the power to immediately suspend any member, player, team official, game official or any other person associated with the Society for any conduct which the President in their sole and unfettered discretion believes has been or may be injurious to a member, player or game official and likely will continue, or which has significantly hindered the Society in the pursuit of any of its purposes, provided however that such suspension shall be effective only until the next duly convened meeting of the Executive.

**The President shall also:**

- h) understand all general procedures, CMHA Bylaws, PCAHA, BCAHA & Hockey Canada regulations and ensure the Association is abiding by them;
- i) work behind the scenes and be involved with direct member issues only as required;
- j) work closely with the Executive regarding financial control of the budget and projected cash balances;
- k) work with the committees formed ensuring all policies and procedures are being followed.

**The President shall be responsible to attend a number of meetings, namely the following:**

ANNUAL GENERAL MEETING – The President shall prepare the agenda and liaise with the Secretary who will make all the logistical arrangements. The Bylaws will be read for format and arrangements of content. Resolutions to be prepared and submitted to the Executive as required for submission to membership at AGM. The President shall chair the meeting.

MONTHLY EXECUTIVE MEETING – The President shall be the chair and will outline the agenda for the meeting.

PCAHA ANNUAL GENERAL MEETING – The President will receive all motions prior to the meeting and will attend on behalf of the members. This meeting is held in the Lower Mainland and may run for up to an entire day.

BCAHA ANNUAL GENERAL MEETING – The President, Vice Presidents, Registrar, Coach Coordinator and Referee in Chief generally attend this meeting which is held in the Province of British Columbia. This meeting is an all-weekend event.

PRESIDENTS MEETING – PCAHA will hold a meeting for all Presidents on a quarterly basis.

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**FIRST VICE-PRESIDENT (TWO-YEAR TERM-ODD NUMBERED YEAR)**

*Prerequisite - minimum of 1-2 years of CMHA Board experience or equivalent*

**The First Vice-President shall:**

- a) perform the duties of the President in their absence;
- b) supervise all U15, U18 & U21 teams playing under the jurisdiction of CMHA;
- c) attend all CMHA Executive, PCAHA, BCAHA and President’s meeting;
- d) collect and distribute all pertinent division information;
- e) serve as the Division Coordinator for U15A, U18A and U21A A divisions (see Job Description under Division Coordinator as noted below)
- f) be the line of communication between the BC Hockey, PCAHA and CMHA Executive and all A teams in the U15, U18 and U21 Divisions;
- g) be direct support to the U15 C & U18 / U21 C Coordinators;
- h) assist or mediate conflicts on team level when other methods cannot resolve issues;
- i) assist on discipline or other formed committees as required.

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**SECOND VICE-PRESIDENT (TWO-YEAR TERM-EVEN NUMBERED YEAR)**

*Prerequisite - minimum of 1-2 years of CMHA Board experience or equivalent*

**The Second Vice-President shall:**

- a) perform the duties of the First Vice-President in their absence;
- b) supervise all U13 teams playing under the jurisdiction of the Society;
- c) attend all CMHA Executive, PCAHA, BCAHA and President’s meeting;
- d) collect and distribute all pertinent division information;
- e) serve as the Division Coordinator for U13A division (see Job Description under Division Coordinator as noted below)
- f) be the line of communication between the BC Hockey, PCAHA and CMHA Executive and all A teams in the U13 Division;
- g) be direct support to the U13 C Coordinators;
- h) assist or mediate conflicts on team level when other methods cannot resolve issues;
- i) assist on all discipline, or other formed committees.

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**THIRD VICE-PRESIDENT (TWO-YEAR TERM-EVEN NUMBERED YEAR)**

*Prerequisite - minimum of 1-2 years of CMHA Board experience or equivalent*

**The Third Vice-President shall:**

- a) perform the duties of the Second Vice-President in their absence;
- b) supervise all U11 teams playing under the jurisdiction of the Society;
- c) attend all CMHA Executive, PCAHA, BCAHA and President’s meeting;
- d) collect and distribute tournament information;
- e) serve as the Division Coordinator for U11 A divisions (see Job Description under Division Coordinator as noted below)
- f) be the line of communication between the BC Hockey, PCAHA and CMHA Executive and all A teams in the U11 Division;
- g) be direct support to the U11 C Coordinators;
- h) assist or mediate conflicts on team level when other methods cannot resolve issues;
- i) assist on discipline or other formed committees as required.

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**FOURTH VICE PRESIDENT ((TWO-YEAR TERM-EVEN NUMBERED YEAR)**

*Prerequisite - minimum of 1 years of CMHA Board experience or equivalent*

**The Fourth Vice President shall:**

- a) perform the duties of the Third Vice-President in their absence
- b) assist on all discipline, or other formed committees;
- c) assist the U7 & U9 Division Coordinators with evaluations and supervise team formation;
- d) assist with U6 through U9 coach selection
- e) be direct support to the U7 & U9 Coordinators;
- f) assist or mediate conflicts on team level when other methods cannot resolve issues;
- g) assist on discipline or other formed committees as required;
- h) chair the Development Committee and work in consultation with other Committee members in planning and organizing Association Development.

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**DIVISION COORDINATOR (ONE-YEAR TERM - except for Vice Presidents)**

*Prerequisite - minimum of 1 years of CMHA volunteer experience or equivalent*

**The Division Coordinator shall:**

- a) have general responsibility for the organization of teams, coordination and allocation of players among teams, and the scheduling of games in the division;
- b) review and make recommendations to the Coach Coordinator & Executive for coaches within the division at the “C” level;

- c) ensure that each coach and/or manager of teams within the division are aware of the bylaws, rules and regulations of the Society and to ensure that such bylaws, rules and regulations are enforced.

**The Division Coordinator shall also:**

- d) attend all CMHA Executive & other meetings as required;
- e) participate in the Coach Selection Committee and/or other Committees as required
- f) after registration call non-returning players to confirm intent;
- g) ensure that all paperwork is properly prepared for the division for evaluations;
- h) be available at evaluations & obtain helpers for residency check, monitor Zero Tolerance Letters.
- i) ensure players are grouped properly for evaluations;
- j) ensure players released from "A" are placed in "C" teams;
- k) coordinate drafts for "C" teams, provide team rosters and lists for goalie refunds to the Registrar;
- l) assign all practice and game times to teams;
- m) ensure teams are properly balanced;
- n) review budgets and financial statements;
- o) monitor suspensions, problems and issues;
- p) ensure coaches have proper information regarding league rules;
- q) ensure Code of Conduct letters are distributed to teams and returned completed;
- r) act as liaison between team and PCAHA League Manager;
- s) work with the Tournament Director to help organize tournaments;
- t) ensure that each team has a Fair Play representative;
- u) ensure all teams are aware of closures, playoffs, season end;
- v) help in the selection of awards pertinent to their division;

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**RISK MANAGER (TWO-YEAR TERM - ODD NUMBERED YEAR)**

*Prerequisite - minimum of 1 years of CMHA Board experience or equivalent, some experience in conflict resolution and risk management very helpful*

**The Risk Manager shall:**

- a) schedule and oversee equipment check at the beginning of each playing season and at such other times as may be necessary;
- b) cause to be performed such checks as the Executive may determine;
- c) report and deal with any activity or concerns relating to or regarding liability coverage;
- d) perform their responsibilities in accordance with Article 7.
- e) attend all CMHA Executive & other meetings as required;
- f) ensure the distribution, application and collection of Criminal Record Checks for coaches and Executive;
- g) ensure that each team have a HCSP certified person on the bench;

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**TREASURER (TWO-YEAR TERM-EVEN NUMBERED YEAR)**

*Prerequisite - CA or equivalent or similar experience*

**The Treasurer shall:**

- a) be responsible for keeping financial records, including books of account as are necessary to comply with the Society Act;
- b) render financial statements to the Executive, members and others as required;
- c) ensure the deposit of all monies to the credit of the Society
- d) attend all CMHA Executive & other meetings as required;
- e) prepare a budget for presentation at the AGM;
- f) review all financial statements from teams in January for December 31 deadline;
- g) keep constant evaluation of the budget and notify the executive;
- h) review all cheques issued;
- i) be responsible for all grant applications.

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**CHAIRPERSON OF PARENTS' AUXILIARY (TWO-YEAR TERM-EVEN NUMBERED YEAR)**

*Average time investment 100 hours over the course of the season*

**Chairperson of the Parents Auxiliary shall:**

- a) solicit and supervise a representative of each division to be known as the "Division Parent";
- b) solicit and supervise volunteers for purposes of performing such volunteer functions as the Parents Auxiliary may undertake from time to time
- c) chair the Auxiliary Meetings, attend all CMHA meetings and other meetings as required;
- d) organize all annual CMHA events;
- e) ensure the photo date is booked and organized for November;
- f) issue all required information to the teams in a timely fashion;

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**COACHING COORDINATOR (TWO-YEAR TERM - even years)**

*Prerequisite - minimum of 2-5 years of CMHA Coach experience or equivalent*

**The Coaching Coordinator shall:**

- a) ensure all coaches are qualified;
- b) recruit & select coaches and assistants for recommendation to the Executive Board.
- c) schedule required BC Hockey clinic programs for all coaches;
- d) act as a liaison between members and coaches and applicable Board members.
- e) attend all CMHA meetings and other meetings as required.
- f) during the hockey season, provide support and feedback to coaches at every level;
- g) during the hockey season, track the levels held by all coaches and assistants, coordinate and provide information on clinics, process requests for reimbursement of clinic fees, advise coaches what resources are available;

- h) help select the Coach of the year awards and present the trophies;

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#### **EQUIPMENT MANAGER (ONE-YEAR TERM)**

##### **The Equipment Manager shall:**

- a) be responsible for the purchase, maintenance, and repair of all the Society hockey equipment;
- b) issue Society equipment to each division and keep an accurate record of the assignment of such equipment;
- c) ensure that all equipment is returned to the Society at the conclusion of each playing season.
- d) attend all CMHA Executive meetings and other meetings as required
- e) collect post dated cheques from all members for jersey deposits;
- f) ensure that goalies with their own equipment receive a 50% registration rebate;
- g) monitor the equipment and their storage facilities;
- h) keep a record of all jerseys distributed, how many not returned, and sell old unused equipment.

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#### **REFEREE-IN-CHIEF (TWO-YEAR TERM - even years)**

*Prerequisite – Minimum level 3 Referee*

##### **The Referee-in-Chief shall:**

- a) be responsible for obtaining and securing game officials for all hockey games played under the jurisdiction of the Society;
- b) ensure that a reasonable standard of officiating is maintained at all times;
- c) ensure that all game officials are registered and are members in good standing of the BCAHA.
- d) attend all CMHA Executive meetings and other meetings as may be required;
- e) establish orientations for referees;
- f) establish referee carding clinics;
- g) select referees for summer clinics; select referees for awards;
- h) monitor the referees' attendances, payments, and training;
- i) manage any referee complaints, disputes or other issues of concern.

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#### **SPONSORSHIP & PROMOTIONS COORDINATOR (ONE-YEAR TERM)**

##### **The Sponsorship Coordinator shall:**

- a) solicit for and obtain team, division & Association sponsorships;
- b) assist with and review fundraising efforts of individual teams;
- c) attend all meetings regarding fundraising;
- d) contact previous year sponsors for further sponsorship;
- e) ensure that a thank you advertisement is placed in the local papers at the end of the season.