

DUTIES OF THE BOARD OF DIRECTORS:

President

- The President shall preside at all meetings of the Association.
- Provide leadership to the Association that will result in the achievement to the objectives of the Association.
- Exercise general supervision over the business of the Association.
- Delegate tasks and responsibilities to the Board Members as the need arises.
- Provide for the orientation of new Board members at the first meeting after elections.
- Initiate appropriate workshops or other in-service training for Board Members and general membership that will improve the functioning of the Association.
- Represent the Association in the community and with other communities or organizations.
- Attend all HA zone meetings or ensure one member of association is in attendance.
- Shall be an ex office member of all committees.

Vice President

- The Vice-President shall act in accordance with the duties of the President in the absence of the President.
- Act as CMHA representative within league, attend all league meetings, deliver league communications to CMHA board and membership.
- Sit on the discipline committee as required from time to time.
- Perform such duties as directed by the President of the Board.
- Chair committees to review the rules and regulations of the Association and recommend changes as required to the Annual General Meeting or Special Board Meeting for such purpose.

Immediate Past President

- Review the bylaws and recommend changes as required at the Annual General Meeting.
- Act as Presidents advisor on request.

Secretary

- The Secretary shall keep minutes of all meetings of the Executive, Board and a list of the general membership of the Association.
- Send notices of meeting as required by the bylaws.
- Receive and respond to correspondence as required.
- Secure meeting facilities for board meetings and other special events.
- Shall have custody of the minutes, records and files pertaining to the Association.

Treasurer

- The Treasurer shall maintain all financial records as required by the Association.
- Present the records for audit and present the audited financial statements upon completion to the Board.
- Receive and deposit all funds of the Association in the bank designated by the Board.
- Submit bills for approval of payment to the Board as required.

- Prepare cheques in payment of accounts for signature and disbursement.
- Perform such other duties as directed by the Board.
- If the Treasurer resigns before the term of office expires, the financial books shall be audited prior to take over by the new Treasurer.

Player Registrar

- Maintain and administer player registration process via board approved methods (website).
- Complete Hockey Canada & Hockey Alberta registration requirements within HA timelines.
- Ensure proper documentation is completed for inbound and outbound player movement as required by HA.
- Attend annual registrars meeting as provided by HA for updates and communication of information back to CMHA.

Coach / Manager Registrar

- Collect required documents for coaches' application process.
- Ensure all proper coaching requirements are completed within HA timelines.
- Assist Team Managers in learning their position.
- Submit all Sanction Numbers required for tournaments and exhibition games.
- Complete applications for any travel permits needed for teams.

Fundraising and Licensing Coordinator

- Plan and coordinate fundraising efforts of the association, including casinos, Oilers 50/50 and other events as deemed appropriate by CMHA board.
- Complete all ALGC applications for approved fundraising activities of CMHA & teams.
- Reports results as required to AGLC for all fundraising.
- Act as liaison for tournament supplies as required from time to time.

Referee Coordinator

- Coordinate and schedule applicable referees for all CMHA games (exhibition, league and provincial).
- Work with Referee coordinators from various associations to obtain required officials as needed.
- Report monthly to the treasurer a list of officials used within the month (Names, address, game date, level, system used).
- Be listed with North Zone Referee council as CMHA representative. Deliver communications as required from time to time to CMHA and officials.
- Work with CMHA board to determine recruitment & training requirements to foster local officials and growth of local officials.

Ice Coordinator

- Schedule and maintain ice requirements for CMHA.
- Liaise with town of Calmar recreation coordinator as required to secure CMHA ice requirements, resolve deficiencies or issues with the arena, staff, equipment etc.

- Work with team managers to secure required ice and schedule changes as required from time to time.
- Work with all parties to ensure CMHA ice utilization is maximized.

Equipment and Apparel Coordinator

- Maintain & inventory all CMHA equipment (jersey's, goalie equipment, pucks and bags, first aid supplies, nets, etc).
- Determine CMHA requirement and timing for replacement of aged equipment, including sourcing supplies and pricing.
- Work with team management for supply and collection of team equipment each season.
- Coordinate and administer CMHA approved apparel needs with teams and suppliers.

Web and Communications Coordinator

- This position will involve updating, managing and designing CMHA's website and face book page. Therefore the volunteer will need to be able to commit to attending monthly board meetings, and any other training that may be required.
- Work closely with the registrar to ensure that the RAMP program is linked properly with the website.
- Includes uploading game schedules for all teams, black out dates, tournament information etc.
- Duties will also include close communication with team managers to assist them in contacting the teams and members.
- Relationship between "web/communication director" and other executive members of the association will be crucial. Our goal is to utilize the website as a main communication tool.

Governor for NAInterlock

- This is not a voting position but an association requirement from league. Attend meeting at the beginning of the season, which reviews the role and responsibilities, as well as how to navigate the NA Interlock website. The level and tier for each Governor is announced then.
- Work with the Managers to get their Hockey Canada Rosters (HCRs) and contact information uploaded to the website for the level and tier you are assigned.
- Check to make sure that the Home Managers upload the game stats and gamesheets, and the visiting Manager verifies the games.
- Make changes to upcoming games, based on forms submitted by the Managers. If there are disagreements between Managers, the Governor works with them to resolve the issues. Pick up and hand out (or arrange for someone else to hand out) the banners to the winning teams in their level/tier at the end of the playoffs.