



## CMHA EXECUTIVE COUNCIL AND BOARD VACANCIES

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# CMHA EXECUTIVE COUNCIL AND BOARD VACANCIES

## EXECUTIVE COUNCIL

### VP COMMUNICATIONS

TERM: 2 YEARS; ELECTED IN EVEN YEARS\*

REQUIREMENT: RELEVANT EXPERIENCE

The VP Communications shall administer all matters relating to the operation of District XII. In so doing, the Secretary shall ensure compliance of all meetings to Robert's Rules of Order and the CMHA Governing documents.

The VP Communications shall:

- a. Ensure the maintenance of accurate minutes and records of all CMHA Annual, Special and Executive meetings;
- b. Be the one contact to coordinate and book all District XII meetings;
- c. At the request of the District Chair, contact the Executive Council and provide them with the date, place and time of the meetings;
- d. Be responsible for the safeguarding of the files of the CMHA;
- e. Manage CMHA social media channels;
- f. Create social media content, including images and messaging, to distribute communication about registration, programs, events, achievements, and important announcements;
- g. Coordinate with and provide guidance to CMHA webmasters, relaying board requests, and communications priorities to ensure timely and accurate website updates;
- h. Attend CMHA Executive Council Meetings; and
- i. Perform such other duties as the District Chair may direct.

\*As this position will be appointed after the AGM, the term will be 1 year. This role will be up for election at the 2027-2028 AGM.

## OPERATIONS COUNCIL

### DIRECTOR AT LARGE – RECREATION

TERM: 1 YEAR



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The Director at Large – Recreation (DAL Dukes) shall:

- a. Assist the Director of Recreational Hockey for the full season;
- b. Support and assist with Dukes evaluations, filling in for the Director of Recreational Hockey where needed;
- c. Support and train new convenors;
- d. Review, coordinate and enter all Dukes Game Switch requests with the Gloucester Hockey Association;
- e. Attend CMHA Executive Council meetings in the event the Director of Recreational Hockey is unavailable;
- f. Attend all CMHA Board meetings;
- g. Attend Operation Council meetings;
- h. Brief the Director of Recreational Hockey on significant matters affecting Dukes;
- i. Help maintain strong communication between the Director of Recreational Hockey, the CMHA Executive Council and the Dukes Convenors; and
- j. Perform such other duties as the Director of Recreational Hockey may direct.

### DIRECTOR AT LARGE – COMPETITIVE HOCKEY

TERM: 1 YEAR

The Director at Large – Competitive Hockey (DAL JRG) shall:

- a. Assist the Director of Competitive Hockey for the full season;
- b. Support and assist with JRG tryouts, filling in for the Director of Competitive Hockey where needed;
- c. Support and train new convenors;
- d. Attend CMHA Executive Council meetings in the event the Director of Competitive Hockey is unavailable;
- e. Attend all CMHA Board meetings;
- f. Attend Operation Council meetings;
- g. Brief the Director of Competitive Hockey on significant matters affecting JRG;
- h. Help maintain strong communication between the Director of Competitive Hockey, the CMHA Executive Council and the JRG Convenors; and



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- i. Perform such other duties as the Director of Competitive Hockey may direct.

### RECREATIONAL CONVENORS: U7, U13 AND U21

TERM: 1 YEAR

The Recreational Convenors shall:

- a. Manage the division level hockey program and evaluations for which they are responsible. Conduct player evaluations in accordance with the CMHA governing documents;
- b. Assist the Recreational Director with the Coach Selection Process;
- c. Attend pre-season parents meeting;
- d. Attend pre-season Coach-Manager meeting;
- e. Host timely meetings with coaches and team officials to resolve any issues and to keep teams informed;
- f. Provide each Coach under their responsibility with a list of registered players before the first league game. All roster changes must be approved by the Recreational Director;
- g. Be first contact with teams regarding problems. Receives all complaints, protests and appeals within their division;
- h. Attend games in the division and ensure the objectives of the CMHA are being met to the greatest extent possible;
- i. Bring significant issues to the attention of the DAL Dukes and Director of Recreational Hockey;
- j. Coordinate and oversee all operational issues with Coaches and Managers including rosters, Fair Ice Time (F.I.T.), scheduling, practice ice and other items;
- k. Review and follow up weekly with teams regarding game sheet/score submissions;
- l. Monitor and ensure all affiliation requirements are met;
- m. Be available to attend disciplinary hearings;
- n. Attend league meetings as appropriate;
- o. Attend CMHA Board meetings;
- p. Attend Operations Council meetings; and



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- q. Perform such other duties as the Director of Competitive Hockey may direct.

### ADMINISTRATIVE PROGRAMS COUNCIL

#### DIRECTOR AT LARGE – ADMINISTRATION

TERM: 1 YEAR

The DAL Admin shall:

- a. Perform the duties of the VP Admin in their absence or at their request, and when so delegated, shall have the rights and powers of the VP Admin;
- b. Be available to assist the VP Admin in a variety of tasks;
- c. With the direction of the VP Admin, help prepare and distribute the Team Official's Guide and relevant training and related material at the beginning of season;
- d. Provide assistance at CMHA events such as registration, meetings, tournaments, etc.;
- e. On behalf of the CMHA, liaise and solicit sponsorship opportunities;
- f. Provide guidance and direction on marketing activities (products, price, place, promotion including advertising, communications and public relations);
- g. Prepare and present promotional programs to the VP Admin for approval;
- h. Coordinate, develop and implement promotional programs that support the development and visibility of the CMHA;
- i. Raise awareness for volunteering opportunities within the CMHA;
- j. Brief the VP Admin on significant matters affecting CMHA;
- k. Attend Administrative Council meetings;
- l. Be required to understudy and assist the VP Admin so they are prepared to substitute for and assume the duties and responsibilities of the VP Admin in the event of their absence; and
- m. Perform such other duties as the VP Admin may direct.

#### MANAGER – EQUIPMENT

TERM: 1 YEAR

The Equipment Managers are responsible for all equipment matters for the CMHA.



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The Equipment Managers shall:

- a. Maintain an accurate inventory of equipment owned and managed by the CMHA and provide it to the VP Admin and VP Finance prior to the AGM
- b. Monitor the equipment for the Recreational division and work with the VP Admin and VP Finance to prepare an Equipment budget for each hockey season, considering equipment that needs to be repaired or replaced, or increased demands for certain equipment;
- c. Submit a list of equipment needs to VP Admin for approval by the Executive Council;
- d. Prepare tendering documents and describing the equipment needs of CMHA and distribute said documents to local suppliers to obtain bids;
- e. Make recommendations to the VP Admin on the results of the tendering process;
- f. Be responsible for distributing equipment to coaches at the start of each hockey season;
- g. Ensure that equipment is cleaned and repaired during the off-season, as required;
- h. Maintain and distribute equipment, jerseys, pucks, puck bags, cones and First Aid kits to coaches;
- i. Collect equipment belonging to the CMHA at the close of each hockey season and establish and maintain a system to do so in an organized fashion;
- j. Report any equipment outstanding past the deadline established for return to the appropriate Convenor;
- k. Ensure first-aid kits are replenished during the summer;
- l. Provide goalie equipment as a summer rental for players;
- m. Perform such other duties as the VP Admin may direct.

### MANAGER – TOURNAMENTS

TERM: 1 YEAR

The Tournament Manager is responsible for the administration and operation of CMHA hosted tournaments (which includes the IP fun day).

Without limiting the generality of the foregoing, the Tournament Manager shall:

- a. In conjunction with VP Admin, VP OPs and the Ice Scheduler, establish dates for the tournaments and determine divisions and number of teams per division;



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- b. In conjunction with the VP Admin and the Director of Finance, prepare a pre-tournament budget for submission to the Executive Council;
- c. Manage all tournament revenue including a post-tournament financial statement for presentation to the Executive Council;
- d. Coordinate all related tasks for the preparation of the tournament including but not limited to:
  - File Sanction with the HEO;
  - Submit recommendation to VP Admin on entry fees;
  - Prepare and submit proposal to VP Admin for registration of teams, selection process thereof, management of funds, verification of team lists, tournament rules and other related activities;
  - Coordinate other tasks related to the tournaments such as ordering trophies, acquiring tournament promotional items and establishing volunteer lists;
  - Work closely with the ice scheduler to develop tournament game schedules;
  - Coordinate officials with Referee Assignors; and
  - Manage all tournaments.

## COMMUNICATIONS

### WEBMASTER

TERM: 2 YEARS (APPOINTED)

EXPERIENCE: KNOWLEDGE OF VARIOUS SOFTWARE PLATFORMS (MS OFFICE SUITE, TEAMSAP, SHAREPOINT, TTM); RELEVANT EXPERIENCE

The Webmaster shall:

- a. Provide technical support to board members, coaches, and volunteers for organizational software platforms;
- b. Maintain and update the CMHA website;
- c. Create and administer virtual meetings and/or virtual components of meetings (ex. AGM voting);
- d. Prepare and maintain tablets for JRG teams;
- e. Enter and maintain team rosters for Grads and Dukes teams within the TTM system;



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- f. Coordinate with the VP Communications to provide accurate and timely dissemination of information;
- g. Attend CMHA Board meetings; and
- h. Perform such other duties as the VP Communications may direct

### RISK, SAFETY AND CONDUCT COUNCIL

#### MANAGER – DISCIPLINE

TERM: 2 YEARS; ELECTED IN EVEN YEARS\*

The Discipline Managers shall administer all matters relating to the Discipline of CMHA members, teams, players, and team officials. In doing so, the Discipline Managers shall ensure compliance with the HEO Code of Discipline and the CMHA Governing Documents.

The Discipline Managers shall:

- a. Ensure that all situations which require disciplinary action on CMHA members, teams, players and team officials are addressed consistent with the above documents and according to the HEO Code of Discipline;
- b. Chair all Discipline hearings at the Association level and report the outcome to the Executive Council through the VP Risk, Safety and Conduct and Director of Discipline and Appeals;
- c. As necessary, assign incremental discipline above and beyond minimum HEO guidelines and provide notification to the interested parties;
- d. Advise the District Chair, the VP Risk, Safety and Conduct and the Director of Discipline and Appeals of any serious game incident situations;
- e. Set and inform all interested parties of the date, time and location of hearings and appeals;
- f. Prepare reports on all hearings, for all associations and leagues as required;
- g. Attend Administrative Council meetings;
- h. Attend CMHA Board meetings;
- i. Prepare the monthly Discipline and Appeals reports for the VP Risk, Safety and Conduct; and



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- j. Perform such other duties as the VP Risk, Safety and Conduct and the Director Discipline and Appeals may direct.

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### MANAGER – SAFE SPORT AND CONDUCT **\*\*NEW\*\***

TERM: 2 YEARS; ELECTED IN EVEN YEARS

EXPERIENCE: RELEVANT EXPERIENCE

The Manager – Safe Sport and Conduct shall:

- a. Work in conjunction with the Manager – Health and Safety to support the VP Risk, Safety and Conduct in addressing matters within the RHSA portfolio;
- b. Provide related guidance to the CMHA membership;
- c. Assist the VP Risk, Safety and Conduct in the administration of all matters relating to Safe Sport, conduct, harassment, abuse, and maltreatment on behalf of CMHA members, players, and team officials;
- d. Ensure compliance HEO Safe Sport policies and the CMHA governing documents;
- e. Prepare the monthly reports for the VP Risk, Safety and Conduct;
- f. Attend Risk, Safety and Conduct Council meetings;
- g. Attend CMHA Board meetings; and
- h. Perform such other duties as the VP Risk, Safety and Conduct may direct.