

APPENDIX - EXECUTIVE POSITIONS CURRENT STRUCTURE

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. The responsibilities listed below do not represent the full scope of the position’s responsibilities.

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.

**Kindly note that this existing Board of Director structure will be replaced with the proposed new structure, if the Special Resolutions pass at the 2026 CMHA Annual General Meeting.*

Key Responsibilities of the Directors

4.15 **The President** shall:

- a. preside at all general meetings of the Society and of the Executive;
- b. appoint a nominating committee before each annual general meeting;
- c. act as the official representative of the Society and attend all meetings as such;
- d. be the chief executive officer of the Society and supervise the other officers and coordinators in the execution of their duties;
- e. perform their responsibilities under Article 7;
- f. 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 or programs, provided however that such suspension shall be effective only until the next duly convened

meeting of the Executive.

4.16 The First Vice-President shall

- a. perform the duties of the President in their absence,
- b. have such other duties as may be assigned by the President or the Executive from time to time.

4.17 The Second Vice-President shall

- a. perform the duties of the First Vice-President in their absence;
- b. have such other duties as may be assigned by the President or the Executive from time to time.

4.18 The Third Vice-President shall

- a. perform the duties of the Second Vice-President in their absence;
- b. have such other duties as may be assigned by the President or the Executive from time to time.

4.19 The Fourth Vice-President shall:

- a. perform the duties of the Third Vice-President in their absence;
- b. have such other duties as may be assigned by the President or the Executive from time to time.

4.20 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 all monies to the credit of the Society are deposited in a chartered bank,

credit union or trust company;

d. apply for all grant applications on behalf of the Society.

4.21 The Events and Engagement Coordinator shall:

a. solicit and supervise a representative of each division to be known as the Events and Engagement Committee;

b. solicit and supervise volunteers for purposes of performing such volunteer functions and events as the Events and Engagement Committee may undertake from time to time.

4.22 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. and events as the Events and Engagement Committee may undertake from time to time.

4.23 The Risk Manager shall:

a. cause to be performed equipment checks 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. deal with and report any activity or concerns relating to or regarding liability

coverage; d. perform their responsibilities under Article 7.

4.24 **Coach Coordinator** shall:

- a. assist division coordinators in selecting coaches;
- b. plan and supervise training programs for coaches and ensure that all are qualified at appropriate levels;
- c. act as a liaison between members and coaches in conjunction with the vice-presidents and/or division coordinators in resolving disputes.

4.25 **The Division Coordinators** shall:

- a. have general responsibility for the organization of teams, coordination and allocation of players among teams, and the scheduling of games;
- b. make recommendations to the Executive for coaches within their divisions;
- c. ensure that each coach and/or manager of teams within the division are aware of the by-laws, rules and regulations of the Society and to ensure that such by-laws, rules and regulations are enforced.
