

APPENDIX - EXECUTIVE POSITIONS

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 NEW PROPOSED Board of Director structure will replace the current structure, if the Special Resolutions pass at the 2026 CMHA Annual General Meeting.*

Key Responsibilities of the Directors

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. 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.

Vice President of Finances & Administration shall:

- a. perform the governance duties of the President in their absence for 4.15 (a-d).
- b. be responsible for keeping financial records, including books of account as are necessary to comply with the *Society Act*;

- c. render financial statements to the Executive, members and others as required;
- d. ensure all monies to the credit of the Society are deposited in a chartered bank, credit union or trust company;
- e. apply for all grant applications on behalf of the Society.
- f. administer the association's human resources (payroll, contracts, any benefit plans)
- g. ensure association policies and processes are current and effective for proper governance and functionality of the association

Vice President of Competitive Programming shall

- a. perform the duties of the Vice President of Finances & Operations President and the duties in 4.15 (e-f) of the President in their absence.
- b. administer the Competitive Program ('A' divisions), including player placement, team formation, and oversight.
- c. have such other duties as may be assigned by the President or the Executive from time to time.

Vice President of Recreational Programming shall

- a. perform the duties of the Vice President of Competitive Programming First Vice-President in their absence;
- b. administer the Recreational Program ('C' divisions), including player placement, team formation, and oversight.
- c. have such other duties as may be assigned by the President or the Executive from time to time.

Vice President of Novice Programming shall:

- a. perform the duties of the Vice President of Recreational Programming Third Vice-President in their absence;
- b. administer the Novice Program (Mini C's, U7 & U9 divisions), including player placement, team formation, and oversight.

c. have such other duties as may be assigned by the President or the Executive from time to time.

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.

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.

The Division Managers 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.