

2020/21 CNHA Board Structure

CNHA BOARD OF DIRECTORS - JOB DESCRIPTION (subject to revisions)

ELECTED

President
Liaison to HC, HA &
Canada
Player release
Elite Council

Grey = Elected Board Member

Yellow = Contract Support Staff

Green = Parent Volunteers

VP U16/JrB

Divisional ops & dev.
support
AT Support
Player & coach dev
support
Try-out Org

**AT
COORD**

VP U18*

Divisional ops & dev.
support
AT Support
Player & coach dev
support
Try-out Org

Treasurer *

Financial Planning &
reports
Yearbook Liaison
Bingo Liaison

Secretary

Board records
Scheduler
Liaison with City of
Calgary
Police Clearance
Support

Gaming

Bingo and Casino
Team fundraising
liaison

**Community
Enhancement
Director**

Join Mac's board
Community Liaison
Assoc. Marketing

Ice Director

Procurement Liaison
Ice Scheduling

**Policy &
Discipline
Director**

Bylaws
Policy & Procedure
rework
Create conflict policy
Conflict resolution

**Fundraising &
Events Director**

Gala/Banquet
Assoc.
Fundraising
Yearbook

**Communication
Director**

Website & Social
Media
Assist Administrator
with Registrar duties
Communications

**BINGO
COORD**

**ADMIN
SUPPORT**

VOLUNTEERS

CNHA Volunteer Committees (include but limited to):

Fundraising

Gala/
Banquet

Procurement

Camps

Discipline

Yearbook

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The Executive Committee

The Executive Committee is expected to:

- perform all general responsibilities outlined above
- provide guidance, leadership, and continuity for the Board of Directors and its roles and committees
- provide responsible decision-making pursuant to the Policies and Procedures and By-laws of the Association, and inform the Board and General Membership as required
- oversee the day-to-day operations of the Association in a responsible and business-like manner
- attend all necessary functions and events as a representative of CNHA
- create and enhance a positive public perception of CNHA

The President

The President shall:

- act as Chief Executive Officer (CEO) of CNHA
- act as direct liaison, and provide consul and leadership, to the general membership and the Board of Directors
- act as an ex-officio officer of all struck or standing committees
- oversea all motions, orders, and resolutions, and ensure they are carried out
- monitor the progress of all offices and attend meetings where feasible
- act as Chair at all Executive, Board, General, and Membership meetings of the Association
- act as representative and spokesperson for CNHA to the AA Council, the Minor Hockey Association of Calgary, Hockey Alberta and the CHA and as liaison with media.
- grant and sign Player Release forms
- authorize travel permits
- authorize player suspensions

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The Vice Presidents

The Vice Presidents shall be comprised of the any other two (2) Vice Presidents. The Vice Presidents shall:

- perform the duties of the President, in his absence, at any meetings or functions, when required
- control and manage the day-to-day operations of the Association, including administrative duties, when possible
- perform 'special' assignments as designated and required by the Executive Committee
- ensure documents are up-to-date and accurate as they pertain to his role on the Board
- provide relevant updates of information or matters to the Executive, Board, and General Membership
- Act as support for GM role in the following areas;
 - AT Coordination and support
 - Evaluations and camp support and organization
 - Divisional (coach and player) ops and development support

The Treasurer

The Treasurer shall:

- conduct all banking business
- issue all cheques, which are to be co-signed by authorized Executive Members
- ensure accurate accounts are kept of all receipts and disbursements
- prepare and present financial statements to the Board of Directors as required
- assist in the preparation of annual budget
- prepare annual financial statements to be presented to the membership at the AGM
- prepare and submit financial information for all gaming or audit purposes
- maintain the Association's financial records in readiness for inspection. The Executive Committee must do this within twenty-one (21) days of a warranted request.
- Bingo and Yearbook liaison

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The Secretary

The Secretary shall:

- record the minutes of all business conducted, as well as any relevant discussion, at all Executive, General, Annual, and/or Membership meetings, and distribute them in a timely fashion and according to the By-laws
- maintain and accurately file the original copies of all minutes, which are to be kept in the Secretary's possession
- with the assistance of the Registrar, maintain and keep an accurate record of the General Membership in order to send notices of required meetings and collection of monies by the Association
- maintain, keep and update the records of the Board of Directors
- reserve meeting rooms monthly for the Board of Directors meetings
- provide meeting notifications to the Board of Directors indicating when and where meetings will be held
- maintain custody of the Association's seal
- Liaison with City of Calgary
- Police Clearance support

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The Directors

The Directors may include the following:

- Gaming
- Fundraising and Events
- Communications
- Community Enhancement
- Ice/Procurement Coordinator
- Policies and Procedures/Discipline

The Gaming Director

The Gaming Director shall:

- maintain responsibility for the management and administration of all Bingo and Casino events for the CNHA
- ensure there are adequate numbers of volunteers and staff for all events
- maintain records and gaming accounts information, and record and report same directly to the Treasurer
- remain current with respect to gaming requirements and ensure the CNHA adheres to same
- coordinate all aspects of the organization and execution of any Casino which may be granted to CNHA
- develop guidelines for team fundraising
- ensure all teams are following appropriate protocol as per AGLC regulations and approve all team fundraising events

The Communication Director

The Communication Director shall:

- responsible for the set up and execution of all CNHA registration
- maintain website and social media
- coordinate and implement the registration and carding signing of all players, coaches, managers, athletic therapists, and others required for each team in the CNHA
- ensure all cards are completed and signed by players, and their parents, if players are under the age of majority

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- ensure all cards are filed with the Association for its records, as well as with the appropriate governing body (MHAC)
- maintain and keep an accurate record of the General Membership
- deliver clear and current information to all interested parties by newsletter, website updates, and/or press releases
- seek and deliver positive publicity
- supply player, or team results, where required
- provide CNHA photography, both requested and spontaneous, or candid
- acts as the media representative on any positive issues, recognitions, or results
- defer all other issues for comment to the media, to the President

The Community Enhancement Director

The Community Enhancement Director shall:

- coordinate and ensure proper engagement with feeder associations
- join Mac's Midget Tournament board
- support GM in the development and execution of Marketing activities to enhance the image of CNHA
- chair community liaison committee to adequately serve and develop relationships with feeder associations
- coordinate and ensure each CNHA team fields 36 volunteers each, to help in the quadrant responsibilities of the annual Christmas-week Mac's tournament
- attend Mac's Tournament meetings as requested

The Policies, Procedures and Discipline Director

The Policies, Procedures and Discipline Director shall:

- review the mission, objectives, and goals of Association
- review, update, and submit as new material, matters relating to Policies and Procedures, ethics, code of conduct, and other compliance issues that may arise
- update the annual publication of Member's Handbook
- assist with the establishment of short- and long-range goals of Associations
- develop position descriptions
- create conflict resolution policy
- ensure policy and procedures are followed by players, coaches, parents, GM and Board Members

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The Fundraising and Events Director

The Fundraising and Events Director shall:

- coordinate all aspects of the organization of the annual Banquet and Awards evening, scheduled the first Wednesday of May, each year
- arrange facilities and catering, invitations and guests, and all awards inscribed for presentation
- provide accurate financial records to the Treasurer upon completion
- collect and review potential scholarship applications
- submit scholarship recipient recommendations to the Board
- arrange and facilitate photographer, binding, ad and money collection for the yearbook
- collect and review potential scholarship applications
- submit scholarship recipient recommendations to the Board
- organize and execute any and all events as deemed appropriate by the Board