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# CAMPBELL RIVER MINOR HOCKEY

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## AGM Announcement

In light of COVID 19 and Public Health recommendations this year's CRMHA AGM will take place "virtually" on **Wednesday May 12<sup>th</sup>, 2020 at 7:00pm.**

We are asking members to ***please pre-register for the AGM*** by emailing the Secretary ([tmsteele@shaw.ca](mailto:tmsteele@shaw.ca)) and we will send you a meeting code closer to the meeting.

**Deadline for submissions for the AGM, including nominations, is April 30<sup>th</sup>, 2021.**

Please email Tanya Steele, Secretary, at [tmsteele@shaw.ca](mailto:tmsteele@shaw.ca)

We will be streamlining the agenda to cover the essentials:

- Approval of the Minutes, dated 2020 July 16
- Approval of the Financial Report
- Reports (Copies will be distributed electronically)
- Old Business
- New Business
- Elections

The following Board of Director positions are up for election:

- **President** (2 year term)
- **2<sup>nd</sup> Vice President** (2 year term)
- **Treasurer** (1 year remaining on a 2 year term)
- **Secretary** (2 year term)
- **Directors' At-Large (7-11)** (1 year term)
- Open Discussion
- Adjournment

The roles and responsibilities are listed below.

**President** – responsible to preside at all meetings of the association, attend all meetings with VIAHA, oversee the operations of the association, and ensure that all Executive personnel are made aware of their duties and are properly carrying them out.

**2nd Vice President** – responsible for fundraising/sponsorship for the association, and maintaining the website.

**Secretary** – responsible to record the minutes of all meetings, respond to correspondence, and maintain files of all documents pertaining to the Association.

**Treasurer** – responsible for presenting an accurate monthly statement to the Executive Committee of accounts payable and accounts receivable. Shall maintain a proper set of books to record all financial transactions of the Association. These shall be kept accurately, up to date and readily available for audit when necessary. Lastly, they will present at the AGM a detailed statement of the finances of the Association.

#### **Directors-at-Large**

Ratified directors are elected by the Executive Committee to implement the programs and fulfill the responsibilities of CRMHA. Examples of some of the roles and responsibilities are described below.

- **Risk Manager** - responsible to the Executive Committee for implementing the BC HOCKEY Risk Management Program within the CRMHA.
- **Ice Coordinator** - responsible to the Executive Committee for the procurement and allocation of all ice times within the CRMHA.
- **Equipment Manager** - responsible to the Executive Committee for all the equipment owned by the CRMHA.
- **Tournament Coordinator** - responsible to the Executive Committee for ensuring that all CRMHA tournaments operate efficiently and in accordance with CRMHA policy and procedures.
- **Gaming Coordinator** - responsible to the Executive Committee for ensuring that all CRMHA gaming operates efficiently and in accordance with CRMHA policy and procedures and affiliations with BC Gaming conditions and standards.
- **Head Coach** - responsible to the Executive Committee for coordinating and developing all coaches within the CRMHA.
- **Player Development Coordinator** - responsible to the Executive Committee for monitoring and promoting the skill development of all players within the CRMHA.
- **Representative Coordinator** - responsible to the Executive Committee for ensuring that all CRMHA Rep Teams operate efficiently and in accordance with CRMHA policy and procedures.
- **Female Development Coordinator** – responsible to the Executive Committee for ensuring that all CRMHA female teams operate efficiently and in accordance with CRMHA policy and procedures.
- **Association Manager** - responsible to the Executive Committee for ensuring that divisions operate efficiently and in accordance with CRMHA policy and procedures.