



Job Description – President (Voting position in event of a tie)

Area of Responsibilities: Overall General Management of the Association and all its operations

Duties:

- Shall preside at all meetings of the Executive, and at all General Meetings of the Association
- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Signing on behalf of the Association all By-Laws, documents or certificates
- Represent the Association and its membership at the local, regional and national levels
- Responsible for ensuring that the duties of the Competitive Director, FUNdamental & House Director, Director of Discipline & Risk Management, and Secretary are fulfilled properly
- Chair CPGHA Executive meetings and AGM, attend ODWHA meetings and represent CPGHA at the OWHA's AGM
- Responsible, along with the Vice President, for the complete well-being and operation of the Association
- Shall be Ex-Officio member of all committees
- Shall not vote except in the case of a tie when s/he shall cast the deciding vote
- Will be advised and consulted in all disciplinary matters
- Participate in the CPGHA's screening policy and adhere to, and ensure the Executive members adhere to, the CPGHA Code of Conduct, Ethics & Confidentiality
- Have the authority to suspend players, officials or members of the CPGHA, subject to ratification at an emergency meeting of the Executive Committee
- Provide guidance and support to all CPGHA Board members, Coaches, Assistant Coaches, Team Managers, Trainers, other volunteers, and parents
- To be well informed of all Association activities including: financial position, programs, operations, and league constructs

President

Time Commitment (Approx)

Item	Time Involved
Executive Meetings Preparation Attendance Post Admin	1-2 hours per month 3 hours per month 1-2 hours per month
AGM Preparation Attendance Post Admin	4 hours 3 hours 1-2 hours
Special Meetings, if required Preparation Attendance Post Admin	Could be 1 hour per month 2 hours per month 1 hour per month
Tryouts and Sort outs Preparation Attendance	During tryouts and sortouts only. Includes phone call, emails, releases or PTS, etc. 4-5 hours per week 20-30 hours per week
ODWHA Meetings Preparation Attendance Post Admin	2 per year 1-2 hours 4 hours per meeting 1-2 hours
OWHA Meetings Preparation Attendance Post Admin	2 per year (generally in Toronto) 1-2 hours 2-3 days per meeting 1-2 hours
Interviews/Coach selections Preparation Attendance Post Admin	1-2 times per year – Competitive and House 2-3 hours 3-5 hours 1-2 hours
Operations & Administration Review programs and numbers Email and Communications Complaints Guidance & Support to executive, team staff & membership	1-2 hours per week (May- Sep) 1-2 hours per day, peak can be 3-4 hours per day 3 hours per month, peak can be 1-2 hours per week 3-4 hours per month