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## POSITION DESCRIPTION

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**Position Title:** Past President  
**Accountable To:** President  
**Term:** N/A

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### RESPONSIBILITIES

- Attends all Board Meetings
- As Past President, the day to day responsibilities include being available to the President, or any other Executive member for guidance, advice, opinion, suggestions, or to help with any actions items that need some assistance in completing.
- With guidance from the executive, shall communicate with the photography company for SMHA picture days. Shall also schedule the teams dates and times along with dressing room assignments so that the picture days run smooth. Will also be responsible for communicating with website coordinator, division directors, and team managers to make sure that all SMHA members have notice well in advance to picture dates and times.
- Available to assist wherever needed in the tryout process.
- Work in conjunction with President and Executive to ensure policies are up to date and reflect current Hockey Canada and Hockey Alberta protocols.
- Help with setup of SMHA hosted or sponsored events
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### REQUIRED TIME COMMITMENT

- Attend monthly SMHA Executive or Board Meetings or as requested by the Board
- Attend SMHA yearly AGM

### QUALIFICATIONS & COMPETENCIES

- Communication Skills
- Leadership Qualities