



POSITION DESCRIPTION

Position Title:	President
Accountable To:	Membership
Leads:	Executive Board of Directors
Purpose/Summary:	Represents Association, presides over all association meetings. General supervision over Executive & Board of Directors.

RESPONSIBILITIES

1. Represent the Association in the Community;
2. Act as Chair of the Executive Committee, Board of Directors and at all Meetings of the Membership;
3. Exercise general supervision of the Association in accordance with policies determined by the Board of Directors;
4. Reviews SMHA policies and Bylaws and ensures they are in line with current Hockey Canada and Hockey Alberta protocols as well as the leagues SMHA takes part in.
5. Report regularly to the Executive on matters of interest;
6. Delegate tasks as necessary;
7. Provide leadership, direction and vision in consultation and with input from the Executive Committee and Membership;
8. Be responsible for calling all SMHA meetings;
9. Oversees Coach/Manager Meeting at the start of the year
10. Have the authority to assume the duties of any member of the Executive when such member is unable to act;
11. Appoint sub-committees and shall be empowered to call meetings of these sub-committees at their discretion;
12. Implement disciplinary action upon recommendation of a Disciplinary Committee;
13. Vote to break a tie as the Chairperson of the Executive Committee, Board of Directors and Meetings of the Membership;
14. Is the main liaison between Hockey Alberta and SMHA, attends Hockey Alberta meetings as required.
15. Be one of the signing Officers of the Association.

REQUIRED TIME COMMITMENT

- Attend all SMHA Executive/Board meetings once per month.
- Attend special meetings required during the season related to discipline, etc.
- General time requirement varies, but it at its busiest from September to November and from January to March.
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QUALIFICATIONS & COMPETENCIES

- Must have valid driver's license.
- Communication skills.
- Computer skills (word, excel, power point).
- Knowledge of Hockey Alberta and Hockey Canada programming
- Be comfortable speaking in front of large groups of people.
- Openness to new ideas, suggestions and feedback.
- Organizational skills.
- Willing to work hand in hand with others.