



Executive Committee Roles of

Cloverdale Minor Hockey Association

2021-2022

Executive Committee Roles of Cloverdale Minor Hockey Association



Past President

1. The Past President shall be a member of the Executive Committee and shall assist the President in his/her duties.
2. The person who has most recently held office as President shall automatically assume the office of Past President upon election of his or her successor, except if he or she resigned or was removed from the office of President;
 - a) if the person who has most recently held office as President is unable or unwilling to serve as Past President, the Executive may appoint that person's immediate predecessor to the office of Past President; and
 - b) the Past President shall be entitled to receive notice of and attend meetings, but shall not be entitled to vote at meetings of the Executive.

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Executive Committee

The Executive Committee shall consist of the voting Officers of the Association.

The duties of the Executive Committee shall be:

1. To fill vacancies that occur on the Executive Committee.
2. To fill vacancies that occur in other volunteer roles within the Association.
3. The Executive Committee shall have the power to borrow or raise or secure the payment of money in such a manner as a Majority of the Executive Committee see fit providing it is within the budget, but not without a sanction of a Special Resolution by the general membership.
4. To suspend and/or take such disciplinary action that may be deemed necessary against any team, player, team official, referee, or Association member refusing to accept or obey the ruling of the Executive Committee.
5. By a two-thirds vote to forthwith remove from office any Member of the Executive Committee who by missing two (2) Consecutive meetings without notification and a valid, reason or being remiss or neglectful of duty or by conduct tending to impair his/her usefulness as a member of the Executive.
6. To appoint the coaches and team officials for the various teams in the Association.

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President

1. Note that Candidate must have served on the Executive in at least one of the two terms immediately before the term of office for which they are nominated.
2. The President shall preside as chair at all meetings of the Association and the Executive.
3. The President shall generally supervise the activities of the Association and perform other duties as are usual to the office of president.
4. The President shall appoint all committees not otherwise provided for in these bylaws, and shall be a member of all committees.
5. After the close of each annual general meeting, the President shall immediately:
 - a) set the date of the first meeting of the Executive and general meeting of the Association;
 - b) appoint a Finance Committee;
 - c) appoint a Discipline Committee; and
 - d) appoint the five Directors to Division Director roles, being one division director for each of U6-U9, U11, U13, U15, and U18-U21. This is completed at the first Executive meeting following the AGM.
 - e) appoint the Vice Presidents to Vice President roles, being one for each of VP Admin, VP1 and VP2. This is completed at the first Executive meeting following the AGM.
6. The President shall have the power to suspend any Association member, team, player, team official or referee for unsportsmanlike conduct on or off the ice, abusive language to any of the officials or for failure to comply with the Association's constitution, bylaws, rules and regulations, pending review of the incident by the Discipline Committee.
7. Term of office is one year.

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Vice-President of Administration (VP Admin)

1. Note that Candidate must have served on the Executive in at least one of the two terms immediately before the term of office for which they are nominated.
2. The Vice-President of Administration shall, in the absence of the President or at his or her request, possess all the powers and perform all the duties of the President.
3. The Vice-President of Administration shall supervise the other officers, except the President and division directors, in the execution of their duties.
4. The Vice-President of Administration shall have such other duties and powers as the Executive may specify.
5. Term of office is one year.

Vice-President of U6 to U11 (VP1)

1. Note that Candidate must have served on the Executive in at least one of the two terms immediately before the term of office for which they are nominated.
2. The Vice-President of U6 to U11 shall supervise the U6 to U11 division directors in the execution of their duties.
3. The Vice-President of U6 to U11 shall be a member of the coach selection committee and of the Discipline Committee as they relate to U6 to U11 divisions.
4. The Vice-President of U6 to U11 shall have such other duties and powers as the Executive may specify.
5. Term of office is one year.

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Vice-President of U13 to U21 (VP2)

1. Note that Candidate must have served on the Executive in at least one of the two terms immediately before the term of office for which they are nominated.
2. The Vice-President of U13 to U21 shall supervise the U13 to U21 Directors in the execution of their duties.
3. The Vice-President of U13 to U21 shall be a member of the coach selection committee and of the Discipline Committee as they relate to U13 to U21 divisions.
4. The Vice-President of U13 to U21 shall have such other duties and powers as the Executive may specify.
5. Term of office is one year.

Secretary

1. The Secretary shall be responsible for:
 - a) Issuance of notices of meetings of the Association and the Executive;
 - b) The keeping of minutes of all meetings of the Association and the Executive;
 - c) The custody of all records and documents of the Association;
 - d) The orderly transfer within one week of the expiration of his or her term of all records and documents in his or her possession to his or her successor;
 - e) The rendering of a written report at annual general meetings;
 - f) The conduct of the correspondence of the Association; and
 - g) Such other duties as the Executive may specify.

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If the Secretary is absent from any meeting of the Association or the Executive, the directors present shall appoint another person to act as secretary at that meeting.

5. Term of office is one year.

Treasurer

1. The Treasurer shall be responsible for making the necessary arrangements for:
 - f) the keeping of such financial records, reports and returns including books of account as are necessary to comply with the Societies Act;
 - g) the rendering of financial statements and reports to the directors, members and others when required; and
 - h) such other duties as the Executive may specify.
2. The Treasurer shall provide a financial report at each General Meeting and a financial statement at the Annual General Meeting.
3. Any and all cheques drawn on the Treasury shall require the Signature of any two (2) of the following officers:

President, Treasurer, or in case of conflict, one of the Vice Presidents.
4. Term of office is one year.

Registrar

1. The Registrar shall be responsible for making the necessary arrangements for:
 - h) the maintenance of the register of members;

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- i) the registration of all players and team officials with British Columbia Amateur Hockey Association, mutual aid fund and Pacific Coast Amateur Hockey Association, as required; and
- j) the maintenance of a permanent record of all players, coaches, referees and rostered volunteers.

2. Term of office is one year.

Directors at Large (5)

1. The Directors at Large shall, in conjunction with the other officers, participate in the business and management of the Association and cooperate in the activities of the Association.
2. The Directors at Large shall have such other duties and powers as the Executive may specify.
3. Term of office is either one or two years, as determined in the discretion of the Executive, so that as nearly as possible as one-half of the five directors at large shall retire each year.

Once assigned a division, these positions shall be termed as 'Division Directors', and shall have the following responsibilities for their division:

4. To appoint, at their option, a division manager to help co-ordinate and run that division.
5. To oversee all teams in their division.
6. To coordinate the "A" tryouts and participate in the tryout assessment process.
7. To coordinate the "C" tryouts and participate in the assessment process and ensure balanced "C" teams.
8. To discipline players from the teams within their division.
9. To oversee any Tournaments held within their division.

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Managers and Coordinators

After the Annual General Meeting, the Executive Committee shall appoint the following additional personnel:

- Division Managers (1-2 from each Division to support each Division Director)
- Equipment Manager
- Risk Manager
- Sponsor Manager
- Media Manager
- Trophy/Awards Manager
- Tournament Coordinator
- Volunteer Coordinator

NOTE: as of the 2020-2021 season, the roles of Director of Hockey, Administration Manager, Ice Allocation Manager, Referee-in-Chief, and Operations Manager are paid positions.

Division Managers:

1. To assist the Division Director to oversee all teams in their division.
2. To assist with scheduling and communications for the teams in the division.
3. To assist with coordinating the "A" and "C" tryouts for the division.
4. To assist with any Tournaments held within their division.

Equipment Manager:

1. The distribution, maintenance, and collection of equipment owned by the Association.

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2. The purchasing of all new equipment.
3. The recording of all playing equipment, office equipment, and any other assets of the Association.

Risk Manager:

1. To ensure all Association insurance is properly filed and maintained.
2. To sit on the Association Discipline Committee
3. Ensure all teams have at least one qualified HCSP rostered
4. Oversee admin of the Epact system
5. Other duties as necessary to the position as defined by Hockey Canada, BC Hockey, PCAHA and any other applicable regulatory bodies.

Media Manager:

1. To maintain the Association website
2. To assist with creation of Association marketing materials and other publicly presented collateral.
3. To maintain the Association social media presence
4. To assist the Executive with marketing campaigns within the community.

Events Coordinator:

1. Coordinate Association participation in parades
2. Coordinate Association Photo Day

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3. Coordinate Scholarship Tournament events

Sponsor Manager:

1. To contact previous sponsors to re-new current sponsorships
2. To contact prospective new sponsors.
3. To ensure sponsors receive recognition for their sponsorship.

Trophy/Awards Manager:

1. To look after all awards for teams and individuals by insuring all awards are ordered and received on time.
2. To record all awards received each year
3. To ensure all award winners are recognized.

Tournament Coordinator:

1. To ensure each Division Tournament has volunteers to coordinate and work any tournaments hosted by the Association.
2. To co-ordinate all aspects of upcoming tournaments.
3. To submit recommendations, based on the past years' experience for the next years' coordinator.

Volunteer Coordinator:

1. To ensure all association members fulfill a pre-defined number of volunteer hours.
2. Too co-ordinate all aspects of volunteer scheduling

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3. Other responsibilities as directed by the Executive to facilitate fulfillment of all member volunteer duties.