



## **Board of Directors and Responsibilities**

### **HCMHA BOARD OF DIRECTORS**

The HCMHA is operated and directed by a Board of Directors. There are 6 positions on the Board: President, Vice-President, Treasurer, Secretary, Registrar and CAHL Director. These volunteers are elected to the Board at the Annual General Meeting (AGM) and agree to serve a two year term on a fixed rotation, so that no more than three positions come due in any given year. The requirements and duties of the respective board members are outlined in the HCMHA By-Laws effective 2008 and in this document. All board members will be required to sign a code of conduct annually. All board members will be required to obtain and submit a criminal record check at the start of every two year term. Board members may hold other volunteer positions (manager, assistant coach) in the organization but cannot be a Head Coach of a team due to conflict of interest.

Once a year, prior to the AGM, HCMHA will send out a notice to association members informing them of which board positions will be vacant for the upcoming season. Members in good standing interested in any vacancies may do one of the following:

- Nominate themselves
- Nominate another association member that they feel is suitable. In this case, the existing board of directors must then receive confirmation from the nominee that they accept their nomination

Nominations must be received in writing, either by email or by written letter by the given deadline. No nominees will be considered after the deadline for nominations has passed. Once all nominations have been received, the list of nominees will be communicated to the entire association ahead of the AGM.

Board positions coming due in the following year may have a “shadow” board member. A shadow board member is responsible for the requirements outlined below and to learn the responsibilities of the position they are shadowing. They do not have a vote on any decisions that the board needs to make. They must also sign the “Board of Directors Code of Conduct.” Nominations for shadow board members must also be received by the nomination deadline.

All HCMHA Association Board of Directors are responsible for:

- Attending monthly Board of Director meetings
- Assisting in decision making in all matters pertaining to the association including: financial, disciplinary and complaints
- Being a HCMHA representative at different meetings and events
- Perform such other duties as shall be necessary for the good and welfare of the association.
- Developing and approving the policies of the Association within the framework of the Constitution and Bylaws
- Establishing and guiding the strategic direction of the Association
- Ensuring an adequate yearly budget is prepared and approved



- Deciding upon methods for securing funds necessary for the conduct of the business of the Association
- Representing HCMHA in the community
- Acting honestly and in good faith and in the best interests of HCMHA
- Exercising the care, diligence and skill of a reasonably prudent person, in exercising the powers and performing the functions as an Executive member

No board member shall receive remuneration for his or her duties as a board member, but must be reimbursed for all expenses necessarily and reasonable incurred by the board member while engaged in the affairs of the Association, and in accordance with the Association's policies.

All board members must declare what teams they have direct or indirect affiliation with. No coach, manager, player, official or board member shall be eligible to vote with respect to any financial request, complaint, protest or suspension involving a team or league with which that individual is associated. In addition, they shall not be eligible to serve on any special committees investigating such matters. When a conflict of interest arises, the individual shall immediately notify the President of HCMHA and shall not participate in any discussion with respect to the issue with which they are in conflict. Such members may be asked to remove themselves from the room.

#### a) President

- Sign as one of three signing officers for the Association
- Preside at all meetings
- Exercise the Powers of the Executive in case of emergency and will be responsible to the Executive for his actions on their behalf
- Represent HCMHA at all HA meetings or functions
- At any duly constituted meeting of the HCMHA, appoint committees to deal with specific issues, to report on these issues and also state on their recommendations. Once a committee struck by the President has fulfilled the purpose for which it was called, the committee shall be disbanded
- Approve affiliations
- Listen to association members without judgment
- Deal with Elite hockey issues
- Build relationships with other MHA
- Help build policies and procedures
- Attend Spring and Fall Zone meetings, Winter Provincial conference call attendance.

#### b) Vice President

- In the absence of the President or in the event of his inability to act, have and exercise all powers of the president
- Attend open meetings of the Town of Black Diamond Recreation Board
- Assist in overseeing any committees enabled by the Board of Directors during the hockey season
- Oversee the Ice Scheduler
- Confirm / Negotiate annual ice rental and contract agreement with the Arena



- Work with Fundraising Coordinator to assist in activity requirements / planning
- Website administration
- Co-ordinate with CAHL team roster tie-ins

#### c) Treasurer

- Keep a record of all moneys received and disbursed
- Present at each annual meeting, a report of the year's operations and duly audited statement of the association
- Prepare an annual budget for the association
- Be one of 3 signing authorities for association
- Place funds in savings accounts and have transfers to chequing accounts as required
- Reconcile monthly bank statements
- Work with accountant as needed
- Complete and issue society annual return
- Liaise between HCMHA and Alberta Gaming Commission. The treasurer is responsible for submitting AGLC Financials Annually and submitting license financials as required.
- Attend monthly HCMHA meetings
- Coordinate casino for HCMHA

#### d) Secretary

- Communicate with association members via newsletters/emails
- Monitor "Rockies" general email box and reply/forward/follow up on emails as necessary
- Keep accurate record of proceedings of association
- Maintain association drop box folder
- AGM: inform HCMHA of location, date and time of AGM. Record minutes of AGM
- Additional tasks may be assigned as needed such as updating and maintaining HCMHA Policies and Procedures Manual
- Beginning of season paperwork:
  - Prepare for team managers: Manager Binder, HA Medical form, Town of BD waiver, Code of Conducts and collect back from managers completed paperwork
- Board meetings:
  - communicate to board members agenda
  - take minutes of board meetings
  - communicate back to board members completed minutes and items for action
  - keep track of all minutes of all board meeting

#### e) CAHL Director

- Attend Central Alberta Hockey League (CAHL) meetings in Strathmore from October to April. Typically once a month.
- Act as a liaison between HCMHA and CAHL.
- Deal with any CAHL suspensions handed out to any member of the HCMHA.
- Report back to the HCMHA Executive anything discussed at CAHL league meetings.
- Discuss with coaches their thoughts on where they should be tiered and present that at the CAHL tiering meeting in November



- Ensure all coaches and managers are aware of CAHL by-laws and regulations
- Communicate with CAHL regarding any player movement, overage player applications and affiliations

#### f) Registrar

- Assist with pre-season registration activities.
- Maintain accurate records of all registrants.
- Communicate with Hockey Alberta and the CAHL regarding movement, affiliation and registration of all hockey players, coaches and team officials.
- Keep copies and accurate records of all registrants and registration activities.
- Develop and maintain hard copy filing systems or, if capable, an electronic database record system.
- All work in the HCR (Hockey Canada Register)
- Process player registration in accordance with Hockey Alberta and CAHL regulations
- April: attend Spring Zone meeting
- May: roll over season in HCR, update and set on-line registration, reports for potential members/teams
- June: begin tracking incoming registrations numbers for teams, coordinate \$\$ paid with treasurer, assist with elite form requests
- July: track and process incoming registrations and numbers
- August: begin pre-registering players in HCR, requesting transfers, run coach qualification report (encouraging attendance). Work with Coach director to ensure that coaches have proper qualifications
- Sept: attend Zone 5 meeting, run numbers for teams, orders teams from HA, register players, order CAHL teams
- Oct: register players on teams, submit to CAHL teams and jersey #s, finalize team orders and registrations for HA
- Nov: finalize player/coach qualifications before Nov 15 deadline, work with president for affiliates, register affiliates, send in for teams approvals to HA, work with President for Provincial declaration
- Dec: provincial declarations, affiliations approvals due, approved rosters and teams
- Jan: Provincial conference call (optional attendance)
- Feb/March: process request for tax receipts