

CATEGORY: Organizational Structure	LAST REVIEW 2025
POLICY NUMBER: 3.0	DATE APPROVED May 29, 2025
TITLE: Elected Board and Appointment of Members	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the overarching organizational structure of CCMHA	
RELATED GUIDELINES/DOCUMENTS: CCMHA By-Laws Position Descriptions for Members and Committees	

## 1. INTRODUCTION

The Board of Directors is formed from the general membership to ensure the efficient operation of all aspects of the CCMHA program. The Board of Directors is comprised of the Executive Officers and Directors as defined in the By-Laws. In doing so, the Board of Directors assumes responsibility for all decisions affecting program activities, including formation of By-laws and Policies & Procedures, Rules and Guidelines.

Where appropriate, the Board of Directors may delegate issues or tasks to individuals or sub committees.

The Board of Directors shall ensure that the activities of CCMHA are conducted in accordance with the By-Laws as well as the Policy and Procedures Manual.

The Board of Directors will be accessible to any CCMHA member and give appropriate consideration to concerns brought to its attention by a member.

The Board of Directors shall consist of elected members. Each voting member shall have one vote on motions presented to the Board. Elections shall be held once a year at the Annual General Meeting.

## 2. ELIGIBILITY OF NOMINEES FOR ELECTED OFFICE

A Nominee for elected office must be a member in good standing of CCMHA.

To be considered valid, a Nominee for the elected position of President must be an existing member of the Board of Directors and must have served a minimum of two years as a member of the Board of Directors. In the event there is no nominee for President with two years of Board of Directors membership, a nominee for President may be chosen by the Board of Directors from amongst the CCMHA membership.

To be considered valid, a Nominee for the position of Treasurer shall possess a recognized professional accounting designation or relevant experience subject to Board approval.

## 3. PERSONNEL

Executive Officers:

- President
- Vice President
- Treasurer
- Secretary

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### Board of Directors:

- Director, “C” Division
- Director, Provincial Teams
- Director, Developmental Program
- Director, Equipment
- Director, Ice Time Coordination
- Director, Risk Management / Safety
- Director, Communications
- Director, Registrar
- Director-At-Large

### **4. APPOINTED MEMBERS**

May include but not limited to:

- Past President
- Gender & Diversity Navigator
- Division Coordinators
- Manager Liaison

### **5. COMMITTEES**

The following committees shall be selected by the Board of Directors:

- Executive Committee
- Disciplinary Committee
- Coach Selection Committee
- Player Evaluation Committee
- Tournament Committee

Committees shall be established as necessary to carry out the operation of the organization or to study and formulate policy, procedures or guidelines. Committee members may be members of the Board or the CCMHA membership at large, subject to the approval of the Board.

### **6. REVIEW**

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.