

CATEGORY: Organizational Structure	LAST REVIEW: 2025
POLICY NUMBER: 3.1	DATE APPROVED: June 23, 2025
TITLE: Position Description for the President, CCMHA	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. DUTIES

- Responsible for the overall operation of the Board of Directors, the Executive Committee, including co-ordination of the activities of all members and sub-committees.
- Schedules all CCMHA Board of Directors, Executive Committee and Annual General Meetings.
- Presides as Chairperson at all meetings unless he/she chooses to delegate such Chairperson at a meeting.
- Maintains contact with other hockey orientated resource groups.
- Serves as a voting member on all standing committees and ad hoc committees.
- Becomes Past President in an advisory capacity.
- May exercise the powers of the Board of Directors in cases where an immediate decision is required and time does not permit an Executive Committee or Board of Directors meeting.
- Attends or appoints a designate to all HNS meetings, or any other required meetings.
- Performs required Press Releases through the media as may be required by CCMHA.
- The President of CCMHA cannot be a Coach, Assistant Coach, Team Official or On-Ice Official in the Association.
- Is primary point of contact for the Association from Hockey Nova Scotia (“HNS”).
- Ensures that the Association has maximum allowable representatives at all HNS annual meetings and programs to which the Association is invited.
- Performs such duties as assigned to him/her by the Executive from time to time.

2. TERM

This position is filled on a two year term. Except in exceptional circumstances, no one can be elected as President more than two (2) consecutive terms.

3. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and interpersonal skills
- Ability to run effective and efficient meetings.
- Prefers conciliation and mediation to confrontation and unilateral decision- making
- Is action oriented and able to resolve issues in a timely manner
- Strong people management skills

4. TIME COMMITMENT

- Approximately twenty (20) hours per week during the hockey season.
- Approximately ten (10) hours per week during the off season.

5. REVIEW

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