

## Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Organizational Structure	LAST REVIEW: 2025
POLICY NUMBER: 3.3	DATE APPROVED: May 29, 2025
TITLE: Position Description for the Vice 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

- In the absence of the President, chairs meetings of the Executive and the membership (e.g., Annual and Final General Meetings). When acting as meeting Chair, the Vice- President has no vote, except a casting vote in the event of a tie.
- At the request of the Executive and subject to its directions, performs the duties of the President during the absence, illness or incapacity of the President, or during such period as the President may request them to do so.
- Can call meetings of the Executive.
- Is expected to regularly attend Executive meetings.
- Responsible for leading the annual review of all policy documents.
- Liaises with Hockey Nova Scotia in administering game suspensions.
- Coordinates the submission of injury reports to Hockey Nova Scotia.

### 2. SELECTION

Candidates for the position of Vice President must be active members of the Association Board of Directors in good standing and be nominated by the Nominating Committee.

### 3. TERM

This position is filled on an two year term.

### 4. 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 bale to resolve issues in a timely manner
- Strong people management skills

### 5. TIME COMMITMENT

- Approximately eight (8) hours per week during the hockey season.
- Approximately three (3) hours per week during the off season.

### 6. REVIEW

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