



**Acadia Minor Hockey Association
Memorandum & By-Laws**

Revised: March 2026



MEMORANDUM OF ASSOCIATION

The name of the society shall be known as Acadia Minor Hockey Association, also to be recognized as “AMHA”. Acadia Minor Hockey Association is established under the authority of Hockey Nova Scotia, Nova Scotia Minor Hockey Council, and Canadian Hockey Association.

The boundaries and catchment area of the Acadia Minor Hockey Association are those prescribed by the Nova Scotia Minor Hockey Council, subject to change from time to time.

The objectives of Acadia Minor Hockey Association are:

- a. To foster, promote and encourage good sportsmanship and social development through minor hockey team participation
- b. To supervise and instruct the fundamentals, rules of the game, and recreational needs of minor hockey
- c. To provide a representative body which brings together people from the community, who are interested in the development of minor hockey, within the AMHA catchment area

In these By-Laws, the following short titles and abbreviations are used:

Association or AMHA means Acadia Minor Hockey Association

AMHA Policies means policies that have been approved by the AMHA Board of Directors and are in effect to provide detail, structure, information, and/or clarity for the administration of AMHA programs.

Board or Board of Directors means the Board of Directors of the Association

Fiscal Year means the period from April 1 to March 31

BY-LAW ONE: ADMINISTRATION

- 1.1 The activities of AMHA are to be carried out within the boundaries of Acadia Minor Hockey Association as prescribed by the Nova Scotia Minor Hockey Council, subject to change from time to time, and shall be consistent with the rulings of Hockey Nova Scotia.
- 1.2 These By-Laws govern the administration, operation, governance of, and participation in the Acadia Minor Hockey Association. Membership in AMHA indicates acceptance of these By-Laws and any policies or procedures adopted under its authority.
- 1.3 Acadia Minor Hockey Association is a member of Hockey Nova Scotia and Hockey Canada, the governing bodies of amateur hockey. It is the responsibility of the AMHA Board of Directors to administer and adhere to the by-laws, policies, and regulations of such governing bodies.



BY-LAW TWO: REGISTRATION

- 2.1 All youth living within the catchment area of the Acadia Minor Hockey Association may participate in AMHA hockey programs upon payment of the appropriate registration fees
- 2.2 Participants may register through the AMHA Registrar using the online registration process on the Association's website
- 2.3 All registration fees (past and present) must be paid in full prior to the commencement of the season. Any player with outstanding balances will not be allowed to participate until fees are paid in full
- 2.4 Players with outstanding rep fees will not be permitted to participate in playoffs and/or provincials until all fees are paid in full
- 2.5 Registration fees shall be set by the Board of Directors each season prior to the opening of registration

BY-LAW THREE: MEMBERSHIP

- 3.1 For the purposes of registration, the number of members of the Association is unlimited
- 3.2 Members of the Association may be composed of the Board of Directors, coaches, managers, approved volunteers and other members in 'good standing' as defined in 3.2.1
 - 3.2.1 Other members in 'good standing' is defined as any individual who resides within the AMHA geographic catchment area, to a maximum of 2 parents and/or legal guardians per registered player, does not have any outstanding fees owed within the Association, and is not under any active disciplinary action from AMHA and/or HNS
- 3.3 Membership in the Association is not transferable
- 3.4 Membership in the Association shall cease when a member resigns their membership by providing written notice to the Association, when a member ceases to qualify for membership in accordance with these By-Laws, or upon death
- 3.5 The Board of Directors may deny or revoke any member of their membership who violates the spirit or objectives of the Association's By-Laws, Policies, and/or Procedures upon written notification
- 3.6 Members serving as volunteers with the Association must meet all standards, requirements, and qualifications as outlined by Hockey Nova Scotia and/or AMHA Policies, avoid conflicts of interest or any appearance of conflicts of interest, and not use their position for their own personal gain, team gain, or business gain

BY-LAW FOUR: MEETINGS OF MEMBERS

- 4.1 When applicable, Roberts Rules of Order will be used to govern all meetings (appendix A)



- 4.2 The Annual General Meeting (AGM) of the Association shall be held within three (3) months following the end of the fiscal year of the Association, date and location to be determined by the AMHA Board of Directors. Notice of the AGM shall be given to all active members of the Association at least fourteen (14) days prior to the date on which the meeting is to be held
- 4.3 Special Meetings of the Association may be called at any time by the President, the Board of Directors, or upon written request signed by at least thirty (30) members in good standing. Such special meeting request(s) must be held within thirty (30) days of the Association's receipt of a complete written request.
- 4.4 Notice of the Annual General Meeting or Special Meetings shall be sufficiently advertised on the AMHA website and through the email addresses provided at the time of registration to the Association. Non-receipt of such notice by any member shall not invalidate the proceedings of any meeting.
 - 4.4.1 The notice of the Special meeting shall state the purpose for the which the meeting is called, and no other business may be transacted.
- 4.5 No business shall be transacted at any meeting of the Association unless of quorum of voting members is present, as follows:
 - 4.5.1 A minimum of thirty (30) members in good standing shall constitute a quorum for the Annual General Meeting and/or Special Meetings of the Association
 - 4.5.2 One half of the total number of Board of Directors plus one shall constitute a quorum for Board of Directors Meetings
- 4.6 The President of the Association shall preside as Chairperson at all Board Meetings, Annual General Meetings and/or Special Meetings of the Association. If the President of the Association is not present, the Vice President or President's delegate may preside as Chairperson. In the event the President, Vice President, or President's delegate are not present, the voting members in attendance shall appoint a Chairperson from the members present.
- 4.7 At any meeting, unless a poll has been requested by at least one eligible voting member, a declaration by the Chairperson that a resolution has been reached and an entry to that effect in the book of proceedings of the Association shall be sufficient evidence of the fact
 - 4.7.1 If a poll is demanded by at least one eligible voting member in attendance, the same shall be taken in such manner as the Chairperson prescribes and the result of such poll shall be deemed to be the resolution of the Association.
- 4.8 All members of AMHA who are of legal voting age and in good standing shall be entitled to attend and vote at the Annual General Meeting and Special Meetings. Every member in attendance is entitled to one (1) vote. Proxy voting is not permitted.
- 4.9 All motions, excluding Special Resolutions, shall be decided by a majority vote. Special Resolutions are decided by three-fourths vote



- 4.10 The Chairperson does not have a vote on any motion, except in the case of a tie where the Chairperson has the deciding vote
- 4.11 Where a matter requires a decision before the next scheduled Board Meeting the Board may conduct a vote by electronic communication. Electronic voting may occur through email, secure electronic polling, or another digital method approved by the President. For the purpose of determining quorum and voting results:
 - 4.11.1 A majority of Board Members must participate in the electronic voting
 - 4.11.2 Each participating Board Member records their vote in writing through the chosen electronic platform
 - 4.11.3 The outcome of the vote is determined by majority of votes cast and confirmed via electronic communication to the Board of Directors. Results of the electronic vote and decision must be included in the agenda and minutes of the next Board Meeting.

BY-LAW FIVE: NOMINATIONS

- 5.1 Any member of the Association in 'good standing' shall be eligible for election to the Board of Directors
- 5.2 The Association will issue a call for nominations from the membership at least 14 days prior to the close of nominations via email addresses provided during annual registration and posting on the AMHA website. Close of nominations will be no less than fifteen (15) days prior to the AGM
- 5.3 Members who are interested in being elected to the Board of Directors must submit a completed nomination form to the Chair of Communication no less than fifteen (15) days prior to the Annual General Meeting. The nomination form must include the name of the member being nominated, be signed by at least five (5) members in good standing, and be signed by the nominee indicating that they are willing to accept the position if elected
- 5.4 A list of duly nominated candidates and notice of election shall be communicated to the membership, by email and notice on the AMHA website, no less than ten (10) days prior to the Annual General Meeting
- 5.5 There will be no call or acceptance for nominations at the Annual General Meeting

BY-LAW SIX: ELECTION OF DIRECTORS

- 6.1 Voting at the Annual General Meeting for positions on the Board of Directors shall be cast by secret ballot. If there are more candidates than positions available on the Board of Directors, those candidates with the greatest number of votes will be declared elected until all vacant positions are filled



- 6.2 Any positions on the Board of Directors not filled by election at the Annual General Meeting due to non-availability of candidates may be filled through appointment by the majority vote of the Board of Directors. Such position would cease following the next Annual General Meeting,
- 6.3 All voting for positions within the Board of Directors shall take place at the first Board Meeting following the Annual General Meeting via majority vote. Only Board members present shall vote.
- 6.4 Any vacancy that may occur within the Board of Directors following an Annual General Meeting may be temporarily filled through appointment by the majority vote of the Board of Directors until the next Annual General Meeting, at which time an election would be held for the vacated position
- 6.5 To be eligible as a candidate for President, a nominee must have served one complete term (2 years) on the Board of Directors.
- 6.6 To be eligible as a candidate for Vice President, a nominee must have served at least one year on the Board of Directors.

BY-LAW SEVEN: BOARD OF DIRECTORS

- 7.1 The operation, management, and administration of the activities of the Association shall be governed by the Board of Directors, who, in addition to the powers and authorities of these By-Laws or otherwise expressly conferred upon them, may exercise all such powers and do all such acts as may be exercised by the Association and are not hereby or by statute expressly directed or required to be exercised or done by the Association in general meeting. The Board of Directors, in the exercise of these powers, shall conform to any regulation or direction that may be imposed upon it by the membership at the AGM or Special Meeting.
- 7.2 The Board of Directors have a duty to act in the best interests of the Association. As such, individual board members have an obligation to avoid conflicts of interest of any appearance of conflicts of interest, and not use their position for personal or business gain
- 7.3 The Board of Directors shall be responsible for knowing all contents of the By-Laws, Regulations, and Rules of the Association and perform their duties without remuneration
- 7.4 Board members must attend a minimum of 50% all of meetings of the Board of Directors and of the Association and shall not be absent from greater than three (3) consecutive Board Meetings without regrets. Any Board of Director who does not attend the minimum as outlined will automatically have their position placed under review for further action
- 7.5 A Board member may be removed from office for violation of any requirements of this By-Law, or for any reasons of incompetence or actions that contravene the policies and principles of the Association, provided that a written complaint and recommendation of removal from office are upheld by a two-thirds majority vote of the Board of Directors
- 7.6 Within two (2) months of the commencement of their term, Board Members must sign a confidentiality waiver and satisfy all qualification requirements as outlined by Hockey Nova Scotia and AMHA Policies



- 7.7 Any contracts, deeds, bills of exchange or other instruments and documents made on behalf of the Association shall be authorized by the Board of Directors and executed on behalf of the Association by such members as the Board of Directors may designate.
- 7.8 The Board of Directors shall determine the roles and responsibilities required of any appointed position, as necessary
- 7.9 The Board of Directors is empowered to employ staff and determine their duties, responsibilities, and remuneration. Staff members employed by the Association are not eligible for membership of the Association
- 7.10 Subject to these By-Laws, the Board of Directors may from time to time in their discretion:
- 7.10.1 Acquire and take by purchase, donation, devise, bequest, or otherwise, real estate and personal property, and hold, enjoy, sell, exchange, lease, let, improve and develop the same, and establish and maintain buildings and structures
 - 7.10.2 Raise or borrow money for the purpose of the Association
 - 7.10.3 Sign or endorse bills, notes, acceptances, cheques, contracts and other dividends of or securities for money borrowed for the purposes mentioned above
 - 7.10.4 With the sanction of a special resolution, issue debentures or mortgage the real property of the Association to secure payment or money borrowed
- 7.11 The Board of Directors and/or any person acting on behalf of the Association shall not sell, exchange, or otherwise alienate the real property of the Association without the approval of the membership by way of Special Resolution duly passed at a Special Meeting called for that purpose
- 7.12 All outgoing members of the Board of Directors must remit all property of the Association to the incoming Board of Directors within four (4) weeks following the AGM
- 7.13 Regular meetings of the Board of Directors shall occur monthly. The Chair of Communications shall provide the agenda and all materials to be considered at any meeting of the Board of Directors at least one (1) week prior to the scheduled meeting

BOARD COMPOSITION

- 7.14 The Board of Directors shall consist of a minimum of nine (9) and a maximum of thirteen (13) elected members who shall hold office for a period of two (2) years commencing the day of the Annual General Meeting. This term may be extended by two (2) years up to a maximum of six (6) years by majority vote at the Board Meeting immediately preceding the Annual General Meeting. If after six (6) years the Board Member wishes to be re-elected, they must proceed through the standard nomination process in accordance with these By-Laws.
- 7.15 The Board shall consist of the following Board positions:
- 1. President
 - 2. Vice President
 - 3. Chair of Finance
 - 4. Chair of Communications



5. Association Registrar
6. Chair of Risk Management
7. Chair of Competitive and Tryouts
8. Chair of Recreation
9. Chair of Development
10. Chair of Physical Assets
11. Chair of Ice Scheduling
12. Chair of Coach Selection and Support
13. Chair of Fundraising

7.16 The Board of Directors may appoint non-director members in good standing to fill any non-voting Association position, as required. Appointed members will report directly to the Board of Directors and attend Board Meetings when requested

BY-LAW EIGHT: COMMITTEES

8.1 The Board of Directors may establish and appoint members in good standing to Sub-Committees and delegate decisions and/or actions to Sub-Committees. Appointed members will only attend board meetings as required.

8.2 EXECUTIVE COMMITTEE:

The Executive Committee shall:

- 8.2.1 include the President, Vice President, Chair of Communication, Chair of Finance, and the immediate past president. The immediate past-president shall not be a voting member of the executive and will serve in this position in an advisory role only
- 8.2.2 be the officers of the Association and have signing authority on behalf of the Association
- 8.2.3 in emergency situations, exercise all authorities of the Board of Directors providing that any such emergency action taken is referred to the Board of Directors for confirmation or rejection within ten (10) days

8.3 CONFLICT RESOLUTION COMMITTEE:

The Conflict Resolution Committee shall:

- 8.3.1 be chaired by the Vice President plus one (1) board member, remainder composition to be dictated by the demand of the conflict resolution task
- 8.3.2 Receive written reports of complaints regarding the on or off ice activities of members, players, coaches, and/or officials
- 8.3.3 Conduct investigations into allegations of misconduct by members, players, coaches and/or officials relating to Association activities



- 8.3.4 Maintain the confidentiality of all personal information received during the course of any investigations of alleged misconduct until a determination is made and upheld by the Board of Directors
- 8.3.5 Have the power to temporarily suspend members, players, and coaches for misconduct on or off the ice. Such suspensions shall be referred to the Board of Directors within seven (7) days from the day on which the decision to suspend was made. The Board of Directors has the power to uphold, amend, or revoke the suspension
- 8.3.6 Provide and maintain written reports relating to any determinations made by the Conflict Resolution Committee

8.4 COMPETITIVE AND TRYOUTS COMMITTEE:

The Competitive and Tryouts Committee shall:

- 8.4.1 Be chaired by the Chair of Competitive and Tryouts and consist of members of the Board of Directors and/or the AMHA members in good standing, as well as the AMHA Technical Director
- 8.4.2 Be responsible to lead the Association's tryout process
- 8.4.3 Be responsible for the selection of evaluators, communication of the tryout schedule(s), posting of tryout groups, review of player absenteeism requests, and any other information deemed necessary during the tryout process

BY-LAW NINE: AMMENDMENTS TO BY-LAWS

- 9.1 The members may repeal, amend, or add to these By-Laws by a Special Resolution (see 4.3)
- 9.2 Notices to repeal, amend, or add to the By-Laws must be received in writing or by electronic mail by the Chair of Communication. The Chair of Communication shall communicate to each member by electronic mail and by posting on the AMHA Website all such proposed changes fifteen (15) days prior to a Special Meeting or Annual General Meeting

BY-LAW TEN; RULES MOTIONS

- 10.1 A rules motion is carried in effect from year to year
- 10.2 A rules motion may be passed at an Executive, Board, Special, and Annual Meeting
- 10.3 A rules motion cannot contradict the Memorandum, By-Laws or Regulations
- 10.4 Any motion that is passed which does not come under the Memorandum, By-Laws, Regulations or Rules ceases to exist at the end of the Annual General Meeting of the year in which it was passed



BY-LAW ELEVEN: MISCELLANEOUS

- 11.1 The Association shall file with the Registrar of Joint Stock Companies its annual statement and a list of Board of Directors, and notify the Registrar of any changes within fourteen (14) days of a change in Board of Directors
- 11.2 The Association shall file with the Registrar of Joint Stock Companies a copy of every Special Resolution within fourteen (14) days after the Resolution is passed
- 11.3 The books and record of the association may be inspected by any member, upon 14 days written notice, at any reasonable time at the registered office of the Association
- 11.4 The members of the Association may appoint an auditor at the Annual General Meeting. Upon failure to appoint an Auditor, the Board of Directors may do so at any time

APPENDIX A – ROBERT’S RULES OF ORDER

1. Call to Order
2. Roll Call or Attendance
3. Approval of Previous Meeting Minutes
4. Officer and Committee Reports
5. Old Business
6. New Business
7. Announcements
8. Adjournment



AMHA POLICY: BOARD ROLES AND RESPONSIBILITIES

1. PRESIDENT

- a. Shall be responsible for ensuring the Association's missions, goals, and objectives are met through the effective management and delivery of the minor hockey program.
- b. Preside as Chairperson at meetings of the Association
- c. Ensure that all newly elected directors have a thorough understanding of By-Laws, Policies and Procedures of the Association
- d. Be the official representative at all functions or events, unless otherwise stipulated by the Association's By-Laws and Policies and Procedures, and report to the Board of Directors
- e. Provide leadership in the administration of the affairs of the Association
- f. Maintain signing authority with the Executive Committee of the Association
- g. Be the liaison between the Association, Hockey Nova Scotia Minor Council, and Acadia University
- h. Participate as an ex-officio member of all Committees
- i. Submit and/or present a report for the Annual General Meeting

2. VICE PRESIDENT

- a. Shall support the overall operations of the Association and assume the duties of the President in the event of their absence
- b. Be responsible for overseeing the Conflict Resolution Committee and disciplinary actions, reporting to the President, Board of Directors and/or Regional Director
- c. Submit and/or present a report for the Annual General Meeting

3. CHAIR OF FINANCE

- a. Shall oversee the financial operations of the Association ensuring accounts are maintained and funds are received and deposited into a chartered financial institution
- b. Advise the Board on decisions having a financial impact on the Association
- c. Ensure that accounting policies and financial reports are in accordance with Canadian Accounting Standards for Non-Profit Organizations



- d. Ensure that internal controls are in place which will prevent or detect fraud or error in the financial records and reports
- e. Manage the year-end financial statement review engagement, if any, including the preparation of year-end working papers and communication with reviewer
- f. Present annual financial statements together with any review engagement report at the Annual General Meeting, and at any other time required by the Board of Directors
- g. Liaise with financial institutions on matters such as approval for signors and managing accounts
- h. Ensure disbursements with Board approval are made by cheque and signed by two members of the AMHA Executive Committee
- i. Remit all dues and fees to Hockey Nova Scotia, as established by Hockey Nova Scotia and/or Hockey Canada
- j. Ensure all Canada Revenue Agency and Registrar of Joint Stock Companies filings are up-to-date and report the status of these accounts to the Board of Directors
- k. Perform other duties assigned by the Board of Directors

The Chair of Finance shall also supervise and review the work of employees, contractors, or volunteers who:

- a. Maintain accounting records of the Association's revenue and expenses
- b. Pay accounts approved by the Board of Directors (approval may be by an approved annual budget or specific approval of payment)
- c. Invoice, collect, and deposit all funds of the Association into a Chartered Bank, approved by the Board of Directors
- d. Co-ordinate financial matters for all Association functions

4. CHAIR OF COMMUNICATIONS

- a. Shall keep minutes of all Association meetings and distribute in accordance with AMHA By-Laws
- b. Maintain a list of all Board of Directors and the Association's official list of members
- c. Distribute all material deemed necessary by the Association's By-Laws, Policies and Procedures
- d. Maintain security and safekeeping of all files, books, and records of the Association
- e. Notify members of meetings and other activities in accordance with AMHA By-Laws
- f. Shall be responsible for the conduct of any correspondence and official communications and ensure the Chairperson has full knowledge of it



- g. Ensure that all prospective directors have been provided with a copy of the Association's By-Laws, Policies and Procedures
- h. Be responsible to update the AMHA Facebook page and website
- i. Perform other duties assigned by the Board of Directors

5. ASSOCIATION REGISTRAR

- a. Shall be responsible for the organization and administration of the registration for the Association in coordination with Hockey Nova Scotia
- b. Maintain a registrar of all Association players, coaches, and registered volunteers in compliance with Hockey Nova Scotia By-Laws and Policies
- c. Coordinate the annual Association registration with Hockey Nova Scotia
- d. Be responsible for administering and tracking coaching and volunteer certification requirements and communicating certification opportunities in compliance with Hockey Nova Scotia certification requirements
- e. Correspond with members regarding outstanding registration fees and late payments, in coordination with the AMHA Chair of Finance
- f. Provide and/or present a report for the Annual General Meeting
- g. Perform other duties associated with registration

6. CHAIR OF RISK MANAGEMENT

- a. Shall oversee that safety precautions are in effect in areas during Association ice rentals
- b. Establish safety and risk management awareness in the Association through related initiatives and communication
- c. Recommend safety requirements and regulations to the Board of Directors for adoption by the Association, and coordinate implementation of the same
- d. Review emergency response procedures for arenas and facilities utilized by the Association and communicate these to members
- e. Inspect arenas and facilities periodically to identify any safety hazards
- f. Coordinate with the Chair of Development to ensure all requirements of the Hockey Canada Safety Program are being implemented



- g. Follow-up on any injuries to players, coaches, and volunteers and report any tendering concerns to the Board of Directors
- h. Be responsible to ensure that all injury and insurance claims are completed and forwarded to Hockey Nova Scotia
- i. Ensure all players, coaches, and officials are wearing proper protective equipment
- j. Coordinate with Chair of Coach Selection Chair, Competitive, and Recreational to ensure all coaches have the appropriate certifications and qualifications as required by HNS
- k. Have the power to recommend suspension of any player, coach, or volunteer who willfully neglects safety regulations that could cause injury
- l. Prepare a report on Risk Management activities for the Annual General Meeting

7. CHAIR OF DEVELOPMENT

- a. Coordinate initiatives and activities aimed at developing players, coaches, and volunteers and to ensure consistent delivery to all participants
- b. Establish developmental sessions, schools, or clinics as requested by the Association
- c. Work with the Technical Director to create resources such as drills, strategies, and related resources to assist programs and teams in coordination with the Technical Director
- d. Recommend technical and developmental initiatives to the Board of Directors and Association membership
- e. Prepare a report for the Annual General Meeting on development activities

8. CHAIR OF COMPETITIVE AND TRYOUTS

- a. Chair the Tryout Committee and be responsible to lead the annual AMHA tryout process
- b. Responsible for the overall coordination, administration, and supervision of the competitive teams within AMHA
- c. Provide the Association Registrar with a list of players on competitive teams
- d. Ensure that any suspensions or discipline in the competitive divisions adhere to the Association's Code of Discipline and that of Hockey Nova Scotia's Minor Council
- e. Act as a resource for players, coaches, and volunteers within the Association's competitive divisions



9. CHAIR OF RECREATION

- a. Responsible for the overall coordination, administration, and supervision of recreational hockey within the Association
- b. Responsible for the overall coordination of allocating players to teams in the Recreational league with a view of balancing the strength of teams as evenly as possible
- c. Provide the Association's Registrar with a list of players on recreational teams
- d. Ensure that any suspension or discipline in the recreation divisions adhere to the Association's Code of Discipline and that of Hockey Nova Scotia Minor Council
- e. Act as a resource for players, coaches, and volunteers within the Association's recreational divisions
- f. Prepare a report for the Annual General Meeting

10. CHAIR OF PHYSICAL ASSESTS

- a. Maintain an equipment inventory for the Association
- b. Maintain and control access to the Association's equipment room(s)
- c. Establish annual equipment requirements
- d. Determine sources of supply and recommend equipment purchases
- e. Arrange for handling, storage, repairing, and cleaning of equipment
- f. Issue and control of all Association equipment, including the issue and return of jerseys/socks
- g. Ensure that all equipment on loan is recorded and returned at the end of the season

11. CHAIR OF ICE SCHEDULING

- a. Determine the annual ice requirements of the Association
- b. Negotiate contracts with arena facilities to meet the Association's needs
- c. Coordinate and communicate rink and team ice schedules
- d. Maintain a record of all ice utilized and related changes
- e. In coordination with the Chair of Finance, authenticate ice usage invoices
- f. Coordinate casual/extra ice time allocation



12. CHAIR OF COACH SELECTION AND SUPPORT

- a. Coordinates the recruitment, interviewing, and selection of all AMHA coaches
- b. Acts as a coach resource / support throughout the season

13. CHAIR OF FUNDRAISING

- a. Chairperson of the Fundraising Committee, responsible for any fundraising activities and other related matters
- b. Responsible to maintain and submit financial reports to the Chair of Finance and submit a full report prior to the Annual General Meeting

14. Division Coordinators / Division Representatives

- a. appointed by the Board of Directors for a one (1) year term
- b. shall be responsible to direct the activities within a division of the Association and to represent their division, or part thereof, to the Board of Directors.

15. Technical Director

- a. Community Partner,
- b. Responsible for player development and coaching programs in conjunction with the Chair of Development
- c. Receive correspondence from HNS Minor Council regarding hockey operations

16. Referee Director

- a. Appointed by the Board of Directors
- b. Shall direct the activities of the referees of the Association and represent the referees for all games, in conjunction with the Head Referee in the region
- c. To act as a liaison between AMHA and the Head Referee

17. Timekeeper Coordinator

- a. Appointed by the Board of Directors
- b. Responsible to coordinate the timekeepers of the association in conjunction with the association Ice Scheduler

18. Referee Scheduler

- a. Appointed by the Board of Directors
- b. Responsible to coordinate the referees of the association in conjunction with the Referee in Chief and association Ice Scheduler