



As the 2025/2026 season has come to an end CMHA would like to thank all the volunteers, parents and players for an amazing season.

The AGM for the end of the 2025/2026 season will be coming up in the next 2 months on June 15th, 2026. This AGM will include a special resolution vote to change one of the bylaws in the constitution, along with voting on multiple open board positions. If you would like to volunteer and hold a board position, included is all open positions and their terms.

A nominee needs to be nominated by 2 people and for the nomination to go through the nominee must be a member in good standing.

Please refer to CMHA’s current Constitution and Bylaws and Policies for all rules pertaining to the nomination process:

[Chilliwack Minor Hockey Association : Website by RAMP InterActive](#)

Please send all questions regarding nominations to nominations@chilliwackminorhockey.com where the Nomination Committee will receive it. To nominate someone for a position, fill out this form:

[Chilliwack Minor Hockey Association Board Nomination Form – Fill out form](#)

All nominations must be in by the end of day on Saturday May 16th, 2026

Open positions:

Candidates for Chilliwack MHA Board of Directors	
Position	Term (years)
2 nd Vice-President	2 Year
Secretary	2 Year
Public Relations Director	2 Year
Director of Player and Coach Development	2 Year
Director 2 Year	2 Years 5 Open Positions Female Director Director at Large 3 Divisional Director positions
Director 1 Year	1 Year 1 Open Position 1 Divisional Director position

Job Descriptions:

2.4.3 SECOND VICE PRESIDENT

2.4.3.1 Job Description

- 1) Oversee the Operations of the Association, including the roles of Director at Large and Player and Coach Development Director (HPCD).
- 2) Report directly to the President.
- 3) Read and respond to any correspondence sent to the email address 2ndvicepresident@chilliwackminorhockey.com within 12-24 hours.
- 4) Serve as Chair of the Appeals Committee.
- 5) Serve as Chair of the Gaming Committee (attend and represent the Association at gaming meetings as required).
- 6) Review and monitor fundraising efforts of individual teams.
- 7) Serve as a member of the Coach Selection Committee
- 8) Serve as the Team Genius Coordinator.
- 9) Serve as Chair of the Scholarship Committee.
- 10) Monitor clearance letters for members and their Criminal Record Check and forward to the office upon receipt.
- 11) Act as a second signing officer on all CMHA bank accounts.
- 12) Administer and Update the Association policy manual annually or as needed.
- 13) Attend monthly CMHA Board meetings.
- 14) In the absence of the President and First Vice-President, assume their duties.
- 15) Perform any other duties to be assigned by the President.

2.4.3.2 Time Commitment

- 1) An average of 10 hours per week (August to March) with 15-20 hours per week required in September/October (season start-up).
- 2) Two-year term (May to May)

2.4.3.3 Qualifications

- 1) Strong administrative background.
- 2) Ability to work with a variety of personnel.
- 3) Ability to operate word processor and spreadsheet software.
- 4) Knowledgeable in rules, regulations, administration procedures of the division, association, district.
- 5) Have an interest in the Association improving coach and player development.

6) Member in good standing with CMHA.

2.4.5 SECRETARY

2.4.5.1 Job Description

- 1) Report directly to the President.
- 2) Read and respond to any correspondence sent to the email address secretary@chilliwackminorhockey.com within 12-24 hours.
- 3) Administer and Update the Associations' Constitution and Bylaws annually or as needed.
- 4) File reports, resolutions and other documents as may be required by the Society Act.
- 5) Chair the Health and Safety Committee.
- 6) Give notification of meetings of the Association and Board.
- 7) Prepare, circulate, and retain custody of minutes or proceedings of the AGMs, extraordinary general meetings, Board meetings, and any other meetings of the Association and post on the CMHA website as appropriate.
- 8) Oversee and work with the Website Coordinator to arrange for the composition, distribution and storage of all correspondence pertaining to the Association.
 - a) Send communications regarding regular and irregular events to the entire organization and coordinate the responses.
 - b) Receive email, voicemail or spoken communications from the board members. Communicate these topics via email and website to the entire association or members as required.
- 9) Compose an agenda (items and time required to discuss) for the monthly Association board meetings.
- 10) Securely maintain Confidentiality Agreements.
- 11) Attend monthly CMHA Board meetings and track attendance.
- 12) Book all the Association meetings and specials events.
- 13) Collect and distribute to the Board monthly committee updates/reports.
- 14) Perform any other duties to be assigned by the President.

2.4.5.2 Time Commitment

- 1) An average of 5 hours per week (August to March) with 10-15 hours per week in September/October (season start-up).
- 2) Two-year term (May to May).

2.4.5.3 Qualifications

- 1) Strong administrative background.

- 2) Ability to operate word processor and spreadsheet software.
- 3) Knowledgeable in rules, regulations, administration procedures of the division, association, district.
- 4) Member in good standing with CMHA.

2.4.6 DIRECTOR AT LARGE

2.4.6.1 Job Description

- 1) Reports directly to the 2nd Vice-President.
- 2) Understands and upholds the rules and regulations governing CMHA and acts as the moral authority while representing the interests of players and parents of the CMHA to the Board.
- 3) Oversees the operation of REP Teams from U11 to U18.
- 4) Work with the Player and Coach Development Director and other directors as required to recruit and select coaches for each season.
- 5) Read and respond to any correspondence sent to the email address directoratlarge@chilliwackminorhockey.com within 12-24 hours.
- 6) Work with the Player and Coach Development Director to implement a player tryout and evaluation process to ensure fair and impartial placement on REP Teams for Each Division from U11 to U18.
- 7) Work in conjunction with the REP Team Managers and Ice Coordinator to utilize all ice as efficiently as possible.
- 8) Work with REP Team Managers to ensure the accuracy of team rosters and all required player and parent information once entered the Hockey Canada Registry (HCR) and CMHA Website.
- 9) Oversee, provide guidance, and serve as mentor for the upcoming Divisional Directors and Female Director including advising on the availability and status of coaches for the next season.
- 10) Bridge the gap between Divisional Directors and REP in each age category.
- 11) In conjunction with the Player and Coach Development Director, arrange and attend a pre-season REP coach meeting to discuss the yearly evaluation process.
- 12) After January 10th, track the number of times each REP Division player is affiliated to another REP team or other team in a higher division.
- 13) Assist the Ice Coordinator and REP Team Managers if required in re-assigning of ice within their division to ensure equal access to unused ice by your teams.
- 14) Work with the Ice Coordinator and the REP Team Manager to reschedule any conflict games on the PCAHA schedule when required.
- 15) Work with the REP Team Managers and Website Coordinator to ensure the REP game and practice schedules are entered into the CMHA website.
- 16) Assist REP Coaches or Managers with documentation if required.

17) Liaise with the Equipment Manager to ensure the tryout jerseys and pucks are prepared and in good order prior to the annual tryouts.

18) Assist the Equipment Manager to distribute required team uniform and equipment needs (including safety) to the REP Teams.

19) Ensure through the Equipment Manager that teams return their uniforms and assist where necessary. 20) Ensure team officials are knowledgeable of and adhere to game administration procedures.

21) Ensure team officials adhere to association penalty procedure.

22) Attend monthly CMHA board meetings.

23) Assume responsibilities of any Division Director on a leave of absence.

24) During the last year of the term, find and mentor a suitable replacement for the upcoming term of director for the current division.

2.4.6.2 Time Commitment

1) An average of 10 hours per week with more time required in August/September (season start-up) and March (season end).

2) Two-year term (May to May)

2.4.6.3 Qualifications

1) Strong administrative background.

2) Ability to work with team personnel.

3) Ability to act as a liaison with the CMHA Board.

4) Knowledgeable in rules, regulations, administration procedures of the division, association, district.

5) Have an interest in the Association improving coach and player development.

6) Member in good standing with CMHA

2.4.7 FEMALE DIRECTOR

2.4.7.1 Job Description

1) Oversee the operation of teams in the Female Division.

2) Understands and upholds the rules and regulations governing the division and acts as the moral authority while representing the interests of players and parents of the division to the Board.

3) Maintain timely and effective communication with team managers throughout the season; including the forwarding of important information that may be passed down from the Board from time to time.

4) Communicate and Liaise with the PCAHA Divisional Director assigned to their division.

5) Read and respond to any correspondence sent to the email address femaledirector@chilliwackminorhockey.com within 12-24 hours.

- 6) Work with the Player and Coach Development Director and other directors as required to recruit and select coaches for each season.
- 7) Work with the Player and Coach Development Director and other directors as required to arrange for the drafting and allocation of players to teams. This may also involve player movement, addition and deletion during the season.
- 8) Work with the Player and Coach Development Director to arrange a pre-season coach meeting to discuss the yearly evaluation process.
- 9) After January 10th, track number of times each REC Division player is affiliated to a REP team or a team in a higher division.
- 10) Work in conjunction with the Ice Coordinator to utilize all ice as efficiently as possible.
- 11) Check accuracy of team rosters and all required player and parent information once entered into the Hockey Canada Registry and CMHA Website.
- 12) Work with the Female Team Managers and the Website Coordinator to enter the Female game and practice schedules into the CMHA website.
- 13) Attend evaluation sessions.
- 14) Assist coaches or managers with documentation if required.
- 15) Receive complaints regarding team officials and forward to Discipline Committee if necessary.
- 16) Arrange with Equipment Manager a supply of jerseys and pucks for tryout evaluations. 17) Assist the Equipment Manager to distribute required team uniform and equipment needs (including safety) to the Female Teams.
- 18) Ensure through the Equipment Manager that teams return their uniforms and assist were necessary.
- 19) Working with the Ice Coordinator provide information on practice and game ice allocation to the division teams including the assignment of game numbers for any ice time that does not constitute a practice.
- 20) Ensure team officials are knowledgeable of and adhere to game administration procedures.
- 21) Ensure team officials adhere to association penalty procedure.
- 22) May assist in the development of divisional tournaments.
- 23) Oversee the equitable assignment of exhibition games and the administration procedures for these games.
- 24) Attend monthly CMHA Board meetings.
- 25) During the last year of the term, find and mentor a suitable replacement for the upcoming term of director for the current division.

2.4.7.2 Time Commitment

- 1) An average of 10 hours per week with more time required in August/September (season start-up) and March (season end).
- 2) Two-year term (May to May).

2.4.7.3 Qualifications

- 1) Strong administrative background.
- 2) Ability to work with team personnel.
- 3) Ability to act as a liaison with the Association Board.
- 4) Knowledgeable in rules, regulations, administration procedures of the division, association, district.
- 5) Have an interest in the Association improving coach and player development.
- 6) Member in good standing with CMHA Selection.

2.4.8 DIVISION DIRECTOR assisted by DIVISION COORDINATOR

2.4.8.1 Job Description

- 1) Oversee the operation of teams in their assigned REC Division.
- 2) Understands and upholds the rules and regulations governing the division and acts as the moral authority while representing the interests of players and parents of the division to the Board.
- 3) Maintain timely and effective communication with team managers throughout the season; including the forwarding of important information that may be passed down from the Board from time to time.
- 4) Read and respond to any correspondence sent to your specific director email address within 12-24 hours.
- 5) Communicate and Liaise with the PCAHA Divisional Director assigned to their division.
- 6) Work with the Player and Coach Development Director and other directors as required to recruit and select coaches for each season.
- 7) Liaise with the Director at Large during REP evaluations regarding which players are moving to your REC Division.
- 8) Attend their divisions REC evaluation sessions to represent CMHA and ensure the quality of the evaluations.
 - a) Ensure all players and coaches play fairly to preserve the integrity of evaluations.
 - b) Should there be any instances of cheating or inclination of throwing an evaluation notify the Player and Coach Development Director immediately.
- 9) Work with the Player and Coach Development Director and other directors as requested to arrange for the drafting and allocation of players to teams. This may also involve player movement, addition, and deletion during the season.

- 10) Work with the Player and Coach Development Director to arrange a pre-season coach meeting to discuss the yearly evaluation process.
- 11) Ensure team officials are knowledgeable of and adhere to game administration procedures.
- 12) Ensure team officials adhere to association penalty procedure.
- 13) Attend the PCAHA meeting at the beginning of the season.
- 14) Check accuracy of team rosters and all required player and parent information once added to the Hockey Canada registry and CMHA Website.
- 15) Oversee the equitable assignment of exhibition games and oversee the administration procedures for these games.
- 16) Work with the Ice Coordinator to:
 - a) provide information on practice and game ice allocation to their division's teams including the assignment of game numbers for any ice time that does not constitute a practice.
 - b) schedule practices and REC Division Cup games.
 - c) reassign ice within their division to utilize all ice as efficiently and fairly.
 - d) re-schedule any conflict games on PCAHA schedule.
- 17) After January 10th, track number of times each REC Division player is affiliated to a REP team or a team in a higher division.
- 18) May assist in the development of divisional tournaments.
- 19) Track and regularly communicate to Team Managers the results of REC Division Cup games.
- 20) Work with the REC Team Managers and Website Coordinator to enter the REC game and practice schedules into the CMHA website.
- 21) Receive complaints regarding team officials and forward to Discipline Committee if necessary.
- 22) Assist the Equipment Manager to distribute required team uniform and equipment needs (including safety) to the REC Teams.

2.4.8.2 Time Commitment

- 1) An average of 10 hours per week with more time required in August/September (season start-up) and March (season end).
- 2) Two-year term (May to May).

2.4.8.3 Qualifications

- 1) Strong administrative background.
- 2) Ability to work with team personnel.
- 3) Ability to act as a liaison with the Association Board.

4) Knowledgeable in rules, regulations, administration procedures of the division, association, district.

5) Have an interest in the Association improving coach and player development.

6) Member in good standing with CMHA Selection

2.4.9 PUBLIC RELATIONS DIRECTOR

2.4.9.1 Job Description

1) Report directly to the Treasurer.

2) Develop and maintain key partnerships with community organizations that provide benefits to CMHA members including, but not limited to, team sponsors.

3) Organize fundraising programs and develop and maintain all fundraising processes from the team level to the association level.

4) Liaise with the local media regarding Association and team events.

5) Responsible for Association Fundraising and Sponsorship.

6) Oversee and work with the Sponsorship Coordinator.

7) Assemble and chair the Fundraising and Sponsorship Committee.

8) Read and respond to any correspondence sent to the email address publicrelations@chilliwackminorhockey.com within 12-24 hours.

9) As required, work with the Website Coordinator to update and maintain the website content.

10) Co-ordinate and circulate to the membership an Association e- newsletter.

11) Follow the personal information distribution rules stated in the Personal Information and Privacy Act.

12) Participate in the coordination of Association special events.

13) Assemble and chair Hockey Day in Chilliwack committee and coordinate event.

14) Update the Association bulletin board.

15) Purchase, create, maintain, and upgrade the Association trophies and cases.

16) Attend monthly CMHA Board Meetings.

17) Perform any other duties assigned by the President.

2.4.9.2 Time Commitment

1) An average of 10 hours per week (August to March).

2) Two-year term.

2.4.9.3 Qualifications

1) Strong administrative background.

- 2) Ability to work with a variety of personnel.
- 3) Member in good standing with CMHA.

2.4.10 PLAYER AND COACH DEVELOPMENT DIRECTOR

2.4.10.1 Job Description

- 1) At all times, act honestly and in good faith and in the best interests of the Association. Exercise the care, diligence, and skill of a reasonably prudent person in applying the powers and performing the functions of Director.
- 2) Report directly to the 2nd Vice-President.
- 3) Provide Board oversight and work as a peer with the Head of Player and Coach Development in the following:
 - a) Assemble and chair the CMHA Player and Coach Development Committee.
 - b) Create, organize, implement, and monitor a player and coach evaluation process for all players and coaches in CMHA, including the use of Team Genius.
 - c) Work with the Director at Large, Female Director and Divisional Directors to ensure that every player and coach are evaluated each season and provided with meaningful feedback.
 - d) Recruit and nominate coaches each season to the CMHA Board using reviews of past performance records and coach observation results for each coach.
 - e) Liaise between the coaches and the Board of Directors.
 - f) Liaise with BC Hockey regarding coaching clinics and the coach certification process.
 - g) Create, Oversee, and implement a player tryout and evaluation processes to ensure fair and impartial placement of players on REP teams for each Division (U11 to U18).
 - h) Create, and implement a player evaluation and draft process to ensure fair and impartial placement of players on REC teams for each Division (U9 to U21).
 - i) Create, organize, and implement the tryout and evaluation processes for CMHA Female Hockey.
 - j) Create, organize, and implement coaching programs within the Association.
 - k) Create, organize, and implement the CMHA Coach Mentorship Program.
 - l) Provide resources for CMHA coaches who wish to improve their proficiency.
 - m) Research, identify and offer Hockey Canada Stream Specific Coaching courses as required for CMHA.
 - n) Create, organize, and implement a player and goalie development strategy for the Association.
 - o) Create, organize, and implement training programs for team officials.
- 4) Create player and parent coach observation surveys to circulate and collate data from.

- 5) Read and respond to any correspondence sent to the email address playercoachdirector@chilliwackminorhockey.com within 12-24 hours.
- 6) Oversee the Coach Coordinator (If the position is filled).
- 7) Follow the personal information distribution rules stated in the Personal Information and Privacy Act.
- 8) Serve as a member of the Discipline Committee.
- 9) Attend monthly CMHA Board Meetings:
 - a) Track and submit monthly updates to the CMHA Board regarding the status of CMHA coach qualifications.
 - b) Ensure CMHA coaches have the required qualifications for their position each year.
- 10) Ensure that all duties normally assigned to the Player and Coach Coordinator are completed with assistance from the Head of Player and Coach Development when that role is not filled.
- 11) Perform any duties assigned by the President.

2.4.10.2 Time Commitment

- 1) An average of 10-15 hours per week.
- 2) Two-year term.

2.4.10.3 Qualifications

- 1) Strong administrative background.
- 2) BC Hockey Coaching Level Developmental 1.
- 3) Minimum of three years of coaching experience covering all levels of minor hockey.
- 4) Ability to work with a variety of personnel.
- 5) Ability to act as a liaison between coaches and CMHA executive.
- 6) Knowledgeable in rules, regulations, administration procedures of the division, association, district.
- 7) Have an interest in the Association improving coach and player development.
- 8) Member in good standing with CMHA.