



Board Nominations

2025/2026

The Canmore Minor Hockey Association (CMHA) is calling out to members for nominations for the 2025/2026 Board of Directors. This document contains information about what serving on the Board of Directors entails, how to nominate someone, and some other key information.

Who is eligible to run for a board position?

The CMHA bylaws contain the formal definition of eligibility, but in short, any member of the association from the previous year who is in good standing can be nominated for a board position. This person must be nominated by another member, also in good standing.

What is involved in serving on the board?

The commitment to serving on the board can vary based on position. Each board role has a specific purpose, with specific responsibilities, which can vary in terms of time commitment. See the next section for role-specific details. Regardless of the role, general commitments to serving on the board include:

Meeting Frequency and Attendance

The CMHA board holds a roughly monthly standing meeting. This frequency will vary throughout the season. For instance, over the Summer, the meeting schedule is reduced to a meeting roughly every two months. During the start of the season, and formation of teams, the board can meet several times during the week, often on short notice.

While we aim for meetings to be no more than two hours, at times, they are known to run longer, and are closer to three hours. Directors are expected to have a schedule that is flexible enough to accommodate them to attend most meetings. While occasional absences are unavoidable,

consistent and repeated non-attendance of meetings is discouraged. CMHA Bylaws stipulate that if a Director misses 3 consecutive meetings without due cause, they may be released from their position as a Director. CMHA does allow Directors to attend meetings remotely by phone or Google Meet, but it's not the recommended way to attend.

Communication

The primary method that the board uses to communicate is via email. Board members should be able to respond to emails within 24 hours, or ideally sooner for time-sensitive issues.

What board roles are up for nomination this year?

The following board roles are open for nominations for the 2025/26 season. Each of these roles is described in detail within [CMHA Bylaws](#), but is summarized below for convenience.

Vice President

Two Year Term

The Vice President, along with the President, is responsible for the strategic operation of the association. This includes being one of the primary spokespersons for CMHA, which is a responsibility that comes with a significant time commitment, and the ability to act on things quickly. The Vice President role should be considered as one of the higher roles in terms of time commitment.

The Vice President is also part of the board executive (President, Vice President, Treasurer, Secretary), and hence is **restricted to persons who have previously served two years on the board** to run.

Secretary

Two Year Term

The Secretary is responsible for keeping the records of the association, including bylaws, meeting agendas and minutes, and other documents. This role plays a crucial role for meetings of the association, so there is a higher emphasis put on meeting attendance for this person. The Secretary role should be considered as one of the higher roles in terms of time commitment.

The Secretary is also part of the board executive (President, Vice President, Treasurer, Secretary), and hence is ***restricted to persons who have previously served two years on the board*** to run.

CAHL Director

One Year Term

The CAHL Director is the primary liaison between CMHA and the Central Alberta Hockey League (CAHL). This involves attending CAHL meetings in addition to CMHA meetings, and working with coaches and managers at CMHA to ensure that all teams playing in the CAHL are aware of CAHL regulations, and following CAHL processes. This includes the initial tiering of CMHA CAHL teams, dealing with disciplinary action, and more.

This role should be considered a relatively higher commitment in terms of time, with the ability to be available on short notice.

CAHL Governor 1

One Year Term

The CAHL Governor is responsible for serving as the Governor of one of the several divisions in the Central Alberta Hockey League (CAHL). The role of the CAHL Governor is to be the point of contact for all of the teams playing in a single division. To avoid a point of conflict, a CMHA governor will always be assigned a division that doesn't include any Canmore teams. The job of the governor is to be the point of contact for all managers in their division and work with them to ensure that they are aware of CAHL guidelines and follow CAHL processes.

This role varies in terms of time commitment. Early in the season the commitment is high (8-10hr/week in the first month from tiering), but tapers off as the season gets underway, until issues arise. At this time the commitment becomes high, and very time-sensitive. Anyone running for this role must have a schedule that permits them to be highly available on weekends via phone and email, as this is often when time-sensitive issues typically arise.

CAHL Governor 2

One Year Term

Every association playing in the Central Alberta Hockey League (CAHL) must have two governors. See CAHL Governor 1 for information.

RHL Director

One Year Term

The RHL Director is the primary liaison between CMHA and the Rockies Hockey League (RHL). This involves attending RHL meetings in addition to CMHA meetings, and working with coaches and managers at CMHA to ensure that all teams playing in the RHL are aware of RHL regulations, and following RHL processes. This includes the initial tiering of CMHA RHL teams, dealing with disciplinary action, and more.

This role should be considered a relatively higher commitment in terms of time, with the ability to be available on short notice.

Development Director

One Year Term

The Development Director is responsible for providing strategic oversight of CMHA Player and Coach development. The day-to-day operation of this function is handled by the Development Coordinator (non-voting) and the two roles go hand in hand. The Development Director is more of a strategic role, that is meant to provide direction and oversight to the Development Coordinator as the Coordinator implements the development program.

This role should be considered a medium level of commitment in terms of time.

Communications Director

One Year Term

The Communications Director is responsible for managing communications on behalf of the association. This includes communication with association members and any public communication. This role doesn't include being a spokesperson for the association, which is the

responsibility of the President. It is geared toward ensuring communication goes out in a timely manner and is being done clearly and effectively. The communications role represents a higher level of proficiency with technology, as it involves working with the RAMP software, updating the CMHA website and managing CMHA's social media profiles.

As communication is often time-critical, and there are many topics to communicate on over the course of a season, this role should be considered a high level of commitment in terms of time.

Female Director

One Year Term

The Female Director is responsible for growing and fostering female participation within CMHA. While Canmore doesn't currently have any teams in the Rocky Mountain Female Hockey League (RMFHL), this includes being the liaison between CMHA and RMFML.

This position is a variable one in terms of time commitment.

Volunteer Director

One Year Term

The Volunteer Director is responsible for administering the CMHA volunteer bond program. This includes communication with team managers to ensure that they are aware of volunteer requirements, and tracking their teams' volunteer hours. This role comes with a higher administrative requirement than the other roles, in setting up and managing team spreadsheets, importing volunteer hours from tournaments, and exporting volunteer reports.

The time commitment for this position varies over the year, with a higher level of commitment early and late in the season, and a lower commitment during the bulk of the season.