



CHESTERMERE MINOR HOCKEY ASSOCIATION

EVENTS COORDINATOR

General Description:

The Events Coordinator is responsible for all the planning and staffing of all CMHA Events.

Reports to:

Secretary

Responsibilities:

General	<ul style="list-style-type: none"> • Set up and arrange volunteers for the parade float at start of season. • Schedule, coordinate and contract the services of a photographer to take individual and team pictures • Arrange the awards committee and coordinate the annual awards ceremony. • Schedule social events as applicable and approved by the board. • Ensure that a CMHA representative is at all CRCA and City required events. • Set-up and arrange a yearly volunteer appreciation event at the end of the season. • Coordinate with Communications Coordinator for any necessary communications. • Provide recommendations to Board of Directors of modifications required for the role.
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Voting:

The Events Coordinator is a non-voting member of the Board.