



CHESTERMERE MINOR HOCKEY ASSOCIATION

HUMAN RESOURCES AND GOVERNANCE COORDINATOR

General Description:

The Human Resources and Governance Coordinator, in collaboration with the President, manages Bylaws and Policies, escalations and crisis for the Association.

Reports to:

President

Responsibilities:

General	<ul style="list-style-type: none">• Responsible for updating the Bylaws and Policies and Procedures with approval from the Executive.• Assist the President with Conduct Management Plan, implementing investigations committee as needed, determine severity of offence and discipline and enforce consequences.• Work on any crisis that may come up that requires handling for the CMHA.• Provide recommendations to Board of Directors of modifications required for the role.
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Voting:

The Human Resources and Governance Coordinator is a non-voting member of the Board.