



Voting Member: No



Reporting Manager:
Registrar



TERM: 1 Year

The information given below is intended to provide an understanding and appreciation of the general role. The position description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties in order to commensurate with the role. This will not change the character or purpose of the role but will be necessary to maintain the high standards of CMHA.

This position description may be altered from time to time to meet the changing needs of the Association.

POSITION OVERVIEW

The Volunteer Bond Coordinator is accountable for managing the CMHA volunteer bond activities.

The Volunteer Bond Program is designed to encourage and allow all CMHA members to step forward and get involved in some capacity. It is not the goal of CMHA to use the Volunteer Bond to generate revenue; it is the goal of CMHA to encourage members to be involved in their players' hockey experience. Any funds generated by the Association from the Volunteer Bond will be used in the day-to-day operation of CMHA.

Many of our members are unaware of how much volunteer work and fundraising is necessary to operate a quality hockey program.

GENERAL DUTIES / KEY RESPONSIBILITIES

- Ensure all the volunteer bond paperwork is supplied to each team manager.
- Ensure that each team reports monthly on the volunteer bond hours.
- Ensure volunteer bond cheques are returned once hours are completed as applicable.
- Work with teams to have all hours completed before the end of the season.

Position Description Review Date: May 29, 2022	Board Approved (Y)
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