

**Truro and Are Minor Hockey Association  
Policy/Procedure**

<b>SUBJECT</b> <b>Administrative</b>	<b>TITLE</b> <b>Duties of the Executive</b>
<b>Number:</b> <b>2.3</b>	<b>Approved:</b> <b>February, 2010</b>

**POLICY**  
Duties of the President, Past President, First Vice President, Second Vice President, Treasurer and Secretary

**PROTOCOL**

**First Vice President**

- assists the President
- assumes the duties of the President in the event of the President's absence for any reason
- if the President is unable to continue in his office, the First Vice President will succeed and will recommend a new First Vice President for Executive approval.
- tournament Chair for association tournaments

**Second Vice President**

- assists the President
- risk Management responsibilities
- team Budget supervision – all competitive teams are to submit their budgets for approval three times within each hockey season

**Past President**

- serves on the ethics committee as stated in Policy 4.3
- acts in an advisory capacity to the Board.

**Secretary**

- record the proceedings of all meetings
- distribute minutes of meetings along with the notice and agenda for meetings to all Board members
- responsible for the conduct of the correspondence of which the \president shall have full knowledge
- perform such other duties as the Board of Directors deem necessary:
- prepare and deliver a copy of all minutes of meetings to TAMHA accountant.

**Treasurer**

- responsible for the suitable arrangements made for the handling and safe keeping of the books of accounts and of all financial documents;
- receives all monies and co-sign checks for payment of the authorized accounts. Authorized co-signers of all checks shall be any two (2) of The Treasurer, The President, and the Office Administrator.
- reports the state of finance at each Board meeting and prepare monthly financial statements for presentation to the Board.
- responsible that suitable arrangements are made for the handling and safe keeping of cash at all times and for its deposit in the bank.
- presents at each Annual Meeting a report;
- alerts the Board to any variances of a substantive nature which would require the Board to take corrective action;
- works closely with the Registrar to ensure all fees are paid and accounted for. An approved fee will be charged to individuals for all returned cheques.

TAMHA/2010