**Directors**

Duties of the Board include: ● governing the Association by establishing broad policies and objectives; ● selecting, appointing, supporting and reviewing the performance/activities of the Administrative Council; ● ensuring the availability of adequate financial resources; ● approving annual budgets; ● accounting to the stakeholders for the Association’s performance/activities; and, ● liaison between NCHA and participating Associations.

Directors must attend all meetings and have a vote

Each Board member shall serve on at least one committee and additional committees, as required. In the event that any member refuses to serve on a committee without just cause, that member shall be dismissed from the Board.

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**Secretary**

2.3 The duties of the Secretary shall be as follows: 2.3.1 he/she shall keep an accurate record of the proceedings of each meeting. 2.3.2 he/she shall assume responsibility for all general correspondence. 2.3.3 he/she shall maintain constitution making sure amendments are changed in constitution. 2.3.4 he/she shall post the date and time of meetings including AGM and their minutes. 2.4 The duties of the Treasurer shall be as follows: 2.4.1 he/she shall prepare a budget for the upcoming season to be approved by the Board prior to August 30th. 2.4.2 he/she shall keep an accurate account of all receipts and disbursements and prepare a financial report for all Board meetings. 2.4.3 he/she shall prepare the NCHA annual statement which is to be presented to the Board at the first meeting of the new Fiscal Year. Due to the cost, Annual Financial Statement is to be audited at the discretion of the Board only. 2.4.4 he/she shall countersign all cheques.

**Convenors**

2.11 The duties of a Division (U9-U18) Convenor shall be as follows: 2.11.1 he/she can be involved in all division activities (staff application and recommendation, player tryouts, team season plan review, etc.) in coordination with other committees and under Board approval. 2.11.2 he/she shall assist team staffs, players and parents, where possible or when necessary. 2.11.3 he/she shall have functional responsibility to the Tournament Chairperson for the NCHA tournaments.

-Liaison between the Board of Directors and teams and Vice Versa

**Treasurer**

2.4 The duties of the Treasurer shall be as follows: 2.4.1 he/she shall prepare a budget for the upcoming season to be approved by the Board prior to August 30th. 2.4.2 he/she shall keep an accurate account of all receipts and disbursements and prepare a financial report for all Board meetings. 2.4.3 he/she shall prepare the NCHA annual statement which is to be presented to the Board at the first meeting of the new Fiscal Year. Due to the cost, Annual Financial Statement is to be audited at the discretion of the Board only. 2.4.4 he/she shall countersign all cheques.