

CYHA Declaration of Candidacy

Submit form to a current board member (Deadline April 10th of year that election is held)

I, _____ declare that I am a candidate for the
Chippewa Youth Hockey Association for the position of:

President Vice President Treasurer Secretary Director

As **President** I understand that my responsibilities will include, but not be limited to:

- a. Preside at all meetings of the membership and Board of Directors.
- b. See that the Bylaws and any CYHA rule and regulation are enforced and followed.
- c. Appoint from among the membership, subject to approval by the Board, and supervise permanent committee and non-permanent committee members.
- d. To represent CYHA at organizations in which CYHA maintains membership or appoint a representative subject to approval by the Board.
- e. To approve checks, payments or other instruments drawn upon banks, or other depositories in which the funds and securities of CYHA are deposited.
- f. To work with the Vice-President and Treasurer to establish fiscal year budgets.
- g. To appoint and supervise a Website and social media administrator subject to approval by the Board.
- h. To appoint, subject to approval by the Board, the Director of Hockey
- i. To present a report of the conduct of his/her office at each Regular Board meeting and the Annual Membership Meeting.

As **Vice President** I understand that my responsibilities will include, but not be limited to:

- a. The Vice-President will take the place of and perform all such duties of the President whenever the President shall be absent or unable to act.
- b. The Vice President shall report to the President and perform all duties incident to the office of the Vice President and such other duties as may be prescribed from time to time by the Board.
- c. To work with the President and Treasurer to establish fiscal year budgets.
- d. To approve checks, payments or other instruments drawn upon banks, or other depositories in which the funds and securities of CYHA are deposited.
- e. To present a report of the conduct of his/her office at each Regular Board meeting.

As **Treasurer** I understand that my responsibilities will include, but not be limited to:

- a. To receive and have care and custody of all funds and securities of CYHA and to deposit same in the name of CYHA in such banks or depositories as selected by the Board.
- b. To sign or otherwise authorize checks, payments or other instruments drawn upon banks, or other depositories in which the funds and securities of CYHA are deposited.
- c. To keep the official financial records and books of account of CHYA.
- d. To cause an audit of the books of CYHA as soon as practicable after the close of the fiscal year and to report the results of such audit to the Board at their next meeting.
- e. To determine the fees for all hockey programs subject to approval by the Board.
- f. To fix the wages and payment schedules of all employees of CYHA subject to approval by the Board.
- g. To develop forms for funds disbursement and reimbursement.
- h. To report to the Board as required by Article V, Section 3 of the Bylaws.
- i. To present a report showing the current month's activities and balance of all accounts at each Regular Board meeting.
- j. To collect and distribute, in a timely fashion, the CYHA's mail from the Post Office Box.

As **Secretary** I understand that my responsibilities will include, but not be limited to:

- a. The Secretary shall have charge of the books and records of the CYHA and of other such materials as the Board may direct.
- b. The Secretary shall report to the President and perform all duties incident to the office of Secretary and such other duties as may be assigned by the President and/or by the Board.
- c. To prepare and publicize agendas for the board meetings, to keep accurate minutes of the proceedings of all membership and Board meetings and to preserve such minutes in a permanent record book or electronic archive.
- d. To keep on record a copy the Bylaws and any rules and regulations on the CYHA website.
- e. To see that all books, reports, and certificates as required by law are properly kept or filed.
- f. To file any documentation required by any statute, Federal or State.
- g. To maintain a membership list for mailings and other such membership notices.
- h. To distribute notes from all meetings to the Board of Directors.
- i. To maintain bulletin boards.
- j. To present a report of the conduct of his/her office at each Regular Board meeting.

As a **Board Director** I understand that my responsibilities will include, but not be limited to:

- a. Attending monthly meetings
- b. Collaborating with a board of 13 people
- c. Communicating via mail, email and phone with CYHA board members and association members.
- d. Serving as a resource for all CYHA rules, regulations and by-laws
- e. See that the Bylaws and any CYHA rule and regulation are enforced and followed.
- f. Serving on CYHA committees.
- g. Chairing CYHA committees or participating in CYHA initiatives which could lead to additional time commitments.
- h. Presenting status of CYHA committees that I am a member of at CYHA monthly meetings.

My current address is:

Street

City

State

Zip Code

My Phone Numbers are:

Cell

Home

My Email is:

My Profession is:

My signature below indicates my willingness to commit to the above requirements.

Signature

Date Signed

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DO NOT WRITE BELOW THIS LINE

Received By:

Date Received: