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| **POSITION TITLE** | Note | **PREREQUISITE / QUALIFICATIONS FOR POSITION** (revision: May 2019; 2021,2023) |
| President | 1 | 1-year Executive Vice-President with this MHA or 2 years Vice-President experience with this MHA |
| Executive Vice-President | 1 | 1-year Vice-President with this MHA or 2 years Executive experience with this MHA. |
| Vice-President Competitive | 1 | 1-year Executive experience with a MHA or 2 years Competitive hockey volunteer experience; knowledge and experience in all aspects of the game of hockey will be considered and asset. |
| Vice-President Recreational | 1 | 1-year Executive experience with a MHA or 2 years Recreational hockey volunteer experience; knowledge and experience in all aspects of the game of hockey will be considered an asset. |
| Vice-President Under-7 | 1 | 1-year hockey volunteer experience; knowledge and experience in all aspects of the game of hockey will be considered an asset.  |
| Vice-President Under-9 | 1 | 1-year hockey volunteer experience; knowledge and experience in allaspects of the game of hockey will be considered an asset. |
| Vice- President Risk Management | 1 | 2 years hockey volunteer experience, experience related to risk management. Experience with policy development and oversight, conflict resolution and strong organizational skills will be considered an asset.  |
| Vice-President Finance | 1 | Several years experience in a business field with a background in accounting or financial management; strong organizational and communication skills; ability to oversee a large budget with sound fiscal management to ensure the financial health of our MHA. |
| Immediate Past President | 3 |  A non-elected voting position filled by the most recent out-going president, until such a time as the individual resigns or there is a new outgoing President.  |
| Certification Coordinator | 1 |  2 years hockey volunteer experience; strong organizational and communication skills; ability to navigate databases. |
| Development Coordinator | 1 | 2 years hockey experience, minimum certification of Level 1 Coaching; minimum of 2 years coaching experience (hockey); experience in player evaluation and coaching mentorship; strong organizational and communication skills. Knowledge / understanding of Hockey Canada guidelines on player and coach development.  |
| Safety Coordinator | 1 | 1 year of hockey volunteer experience; strong organizational and communication skills. Knowledge of safety and health for organizations would be considered an asset. |
| Communication Coordinator | 1 | Computer knowledge |
| Fundraising Coordinator | 1 | 1 year of hockey volunteer experience; a background and/or experience in fundraising; strong organizational and communication skills.  |
| Equipment Manager | 1 | 1 year of hockey volunteer experience; strong organizational and communication skills; experience managing a budget. |
| Referee-in-Chief | 2, 5 | Minimum of 5 years hockey officiating experience; has obtained at least a Level 4 certification for Hockey officials; strong organizational and communication skills.  |
| Registrar | 2, 5 | 1 year of hockey volunteer experience; strong organizational and communication skills.  |
| Ice Scheduler | 2, 5 | 1 year of hockey volunteer experience; strong organizational and communication skills. |
| Secretary | 2,5 | 1 year of hockey volunteer experience; strong organizational and communication skills. |
| Controller | 2, 5 | Several years’ experience in an accounting field, capacity to navigate current accounting software; ability to work in a collaborative environment; strong communication and organizational skills. |
| Administrative Manager | 4, 5 | |several years experience in office administration/management; proficiency in commonly used office software; strong communication and organizational skills; self-motivated and can perform in a fast-paced environment; knowledge and experience in all aspects of the game of hockey will be considered and asset. The Administrator, when present, may assume the roles of Ice Scheduler and Registrar. |
| Technical Director | 4, 5 | At least 5 years’ experience in high level hockey management; experience in all aspects of the game of hockey is an expectation; experience in planning and executing plater development programs; strong communication and organizational skills.  |

   Notes:

1. Elected positions - Nominations accepted prior to AGM
2. Referee-in-Chief, Registrar, Ice Scheduler, Controller and Safety Coordinator positions are appointed by voting members of the Executive
3. Immediate Past President position is filled by previous year’s outgoing TASA President (if applicable)
4. Indicates a non-voting position.
5. Indicates a position that may be compensated, in accordance with the approved budget as passed by membership at AGM.