

Chebucto Minor Hockey Association

Vice President, Administration

Year-End Report 2023-2024

Thank you to the Chebucto MHA Board for a successful 2nd year in my role as VP Administration for the 2023-24 season. After a busy first year in the 2022-23 season, this year continued to be positive overall with continued opportunities to review administrative processes and make some updates for the association.

The VP Administration position is a central role that supports the administrative activities of the Board Executive, including board meetings and communications, and takes on other support and coordination roles with other board members as required. In 2022-23, this position took on the role of being a primary support to the team managers throughout the season, including season start-up, communications, and assistance throughout the year. In the second year of providing this support function, the team managers really responded positively, and appreciated having a dedicated and experienced voice to help them with their own responsibilities.

For the 2023-24 season, I was tasked with the following activities, and continued the process of updating association documentation, web content and other public-facing materials. Thank you to all of the team managers, as well as Chebucto board members and parents who have helped with this work over the year:

- Coordinated volunteers for competitive tryouts, supporting the VP Competitive [It should be noted that the coordination effort was significantly more difficult with spectators permitted in the rinks again for this tryout season, and many tryout sessions had insufficient volunteer levels]
- Solicited and collected feedback on the Managers Handbook, updating for the 2023-24 season
- Coordinated season start-up activities for team managers and head coaches (adding to GrayJay team sites, etc.)
- Maintained a list of coaching staff and team managers for each team in the association
- Maintained and updated content on Chebuctominorhockey.com and the association Facebook page
- Attended every board meeting and took minutes, distributing to board members accordingly
- Administrator for association GrayJay site

I am happy to be returning for a second 2-year term in the role of Vice President Administration. We made some positive improvements in many of the association's administrative processes and set a solid foundation for this work to continue in future seasons.

Respectfully yours,

Heather Fraser

Vice President Administration, CMHA