

Chebucto Minor Hockey Association

Vice President, Administration

Year-End Report 2022-2023

Thank you to the Chebucto MHA Board for welcoming me into the position of VP Administration for the 2022-23 season. This was my first year serving on the Board Executive, and it was a positive year overall with many 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. This role also supports the team managers throughout the season, including season start-up, communications, and assistance throughout the year. The VP Administration also performs other responsibilities as assigned or required, in assistance to other members of the Board Executive.

For the 2022-23 season, I was tasked with the following activities, and started 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
- Solicited and collected feedback on the Managers Handbook, updating for the 2022-23 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 year 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 the 2023-24 hockey season.

Respectfully yours,

Heather Fraser

Vice President Administration, CMHA