

TCHL Positions Up for Election for 2022/2023 Executive

President shall:

- i) Exercise general supervision of the League in accordance with its by-laws and such policies, regulations and rules as determined by the Member Centres.
- ii) Be an ex-officio Member of all committees (permanent and ad-hoc) of the League;
- iii) Delegate tasks as necessary;
- iv) Such further and other matters as may be ancillary to the duties as set out above.

Vice President shall:

- i) Assume the duties of President in their absence or for any reason should the position of President become vacant during the President's term. In such case, the Vice-President shall fill the position of President for the remainder of the President's term. In such case, the Board shall appoint a new Vice-President from amongst its remaining elected Executive members, per section 5.7.
- ii) Be available to assist any Executive Committee Member requiring assistance in the completion of their functions;
- iii) Assist in the transition of duties to the incoming Vice President;
- iv) Carry out other duties as assigned by the Executive Committee, or the President;
- v) Shall be responsible for the purchase and engraving of all Championship Trophies and shall be responsible for all trophy presentations at Championship Finals.

Secretary shall:

- i) Record or delegate the recording of the minutes of League Meetings of the Membership and Executive Committee Meetings and ensure that League records are regularly and properly kept and all business is conducted in accordance with any applicable statute of the law, the Letters Patent and By-Laws and the policies and procedures established by the Executive or by the Membership;
- ii) Record or delegate the recording of Minutes;
- iii) Post any proposed changes to the existing By-Laws or policies on the website;
- iv) Ensure the proper custody of the League's corporate seal, corporate minutes and resolutions and other corporate records and documents;
- v) Be responsible for receiving and distributing all correspondence received or sent by the League and all communications with the League;
- vi) Recommend policy to the Executive regarding internal and external communications of the league;
- vii) Maintain membership and team lists;
- viii) Assist in the transition of duties to the incoming Secretary.

Treasurer shall:

- i) Be responsible for all financial transactions of the League
- ii) Ensure adherence to and implementation of financial policies in the financial administration of the League;
- iii) Ensure the submission of the books of account to the Accountant or Financial Firm of the League at the end of the financial year;
- iv) Present a Report of the Accountant or Financial firm from the previous year and a projected financial position for the current year to the Membership at the AGM;
- v) Provide financial statements at monthly League Meetings;
- vi) Coordinate and keep record of registration by October 1 and updates as necessary prior to the AGM;
- vii) Shall provide a list of registered Members Centres in good standing to the Secretary;
- viii) Evaluate, review and recommend financial policy to the Executive Committee;
- ix) Assist in the transition of duties to the incoming Treasurer;
- x) Pay all accounts by cheque, signed by themselves and one other person authorized by the Executive Committee.