

Chebucto Minor Hockey Association

Vice President, Administration

Year-End Report 2024-2025

Thank you to the Chebucto MHA Board for a successful third year as Vice President Administration for the 2024-25 season. This year remained positive, with ongoing opportunities to review and improve administrative processes for the association.

The VP Administration role supports the Board Executive's meetings and communications and also provides coordination with other board members. Since 2022-23, the role has included direct support for team managers—especially during start-up and throughout the season—which has been well received.

In 2024-25, I continued updating association documentation, website content, and other public materials. Thank you to all team managers, board members, and parents who supported this work. Key activities included:

- Serving on the Tryout Committee
- Updating the Managers Handbook
- Coordinating start-up for team managers and coaches
- Supporting the rollout of the GrayJay Teams app
- Maintaining team staff lists
- Managing website and Facebook content
- Attending all board meetings and recording minutes
- Acting as administrator for the GrayJay site

This was another great year in Chebucto Minor Hockey, and I'm proud of the progress we've made in strengthening our administrative foundation.

Respectfully yours,



Heather Fraser
Vice President Administration, CMHA