

CATEGORY: Organizational Structure	LAST REVIEW: 2025
POLICY NUMBER: 3.20	DATE APPROVED: May 29, 2025
TITLE: Position Description for the Director, Communications	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws	

1. DUTIES

- Responsible for maintaining and updating the CCMHA website as well as all Social Media Sites such as but not limited to Facebook.
- Ensures the website is up and running and promptly deals with any performance issues.
- Focuses on continuous improvement of the website recognizing its value to CCMHA members.

2. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and Interpersonal Skills

3. TIME COMMITMENT

- Approximately two (2) hours per week during the hockey season.
- Limited time demands during the remainder of the year.

4. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.