



## BOARD OF DIRECTORS POSITION DESCRIPTIONS



**PRESIDENT** —The President shall be the chief executive officer of the corporation. The President shall have general supervision and direction of the affairs of the Corporation, and shall preside at all meetings of the General Membership and the Board of Directors. The President shall supervise the work of all Officers, Committees and appointive positions and be responsible for the proper discharge of their duties as set forth in the By-Laws. In the event of a tie vote at any meeting, the President shall cast the deciding vote. The President shall appoint, Subject to the approval of the Board of Directors, the Nominating Committee and all positions and members of all Committees not otherwise provided by the by-laws. The President shall be ex-officio a member of all Committees. The President may hold any other position in the Corporation whether elective or appointive, during such President's term.

**VICE-PRESIDENT** — The Vice-President shall have general supervision and direction of all matters relating to on- ice play. The Vice President shall preside over the Coach Selection Committee and coordinate the formation of the Player Selection Committee. The Vice President shall be responsible for arranging suitable league affiliations for all teams and coordinating the activities of all division and Level Directors. In conjunction with the Coach Coordinator, the Vice President shall be responsible for preparing for adoption by the Board of Directors local amendments, modifications and additions to the rules of play of general jurisdiction of the Organization. In conjunction with the President, the Vice President shall be responsible for procuring all practice ice for the Organization. The Vice President shall supervise the performance of all those appointed by the Vice President. In the absence of the President, the Vice President shall preside at all Meetings of the General Membership and the Board of Directors. The Vice President may not hold any other position in the Corporation whether elective or appointive, during such Vice President's term. This position requires that you own a personal computer.

**SCHEDULING COORDINATOR** --- The Scheduling Coordinator shall report directly to the Vice-President and shall be responsible for the scheduling and timely posting of all practice ice, maintenance of all league schedules, tryout schedules and notification of game schedules as presented from the Program Representative. The Scheduling Coordinator shall maintain copies of all ice contracts as presented from the Vice-President and shall coordinate monthly payments of such contracts in conjunction with the Treasurer. This position requires a computer background and that you have access to a personal computer.

**TREASURER** — The Treasurer shall be the chief financial officer of the Corporation and shall, subject to the direction and control of the Board of Directors, manage and invest the funds of the Corporation and have general charge of the financial affairs of the Corporation and the care and custody of its funds and securities. If required by vote of the Board of Directors, the Treasurer shall give bond in such form and with such sureties as the Board of Directors may require. The Treasurer shall keep, for cause to be kept accurate books of account available at all reasonable times to inspection by any member of the Board of Directors. The Treasurer shall have power to endorse for deposit or collection all notes, checks, drafts, and other obligations and orders for payment of money to the Corporation. The Treasurer shall have the power to sign all checks in payment of bills and other obligations of the Corporation. The Treasurer shall have general supervision and direction over all purchasing by the Corporation and the care and custody of all property owned by the Corporation. Subject to the approval of the Board, the Treasurer may appoint one or more persons to act as Purchasing Agent and Property Custodian, if at any time the Treasurer is absent or unable to serve, the President shall have all of the powers given to the Treasurer by the By-Laws. The President's signature shall be required on all checks in the absence of the Treasurer. This position requires that you own a personal computer.

**CLERK** --- The Clerk shall-give notice of all Meetings-of the General Membership as herein prescribed and shall be responsible for making appropriate arrangements therefore. The Clerk shall keep a brief and concise record of the proceedings at such Meetings and shall make such records available to any member of the General Membership at any reasonable time. The Clerk shall keep a list of the names, addresses, telephone numbers and positions of all persons engaged in the work of the Corporation and shall, on or before November 1 et of each year, publish and distribute such list to all Officers, Directors, coaches, and other interested parties. The Clerk shall also provide a list of members of the General Membership in good standing at any Meeting of the General Membership. The Clerk shall have custody of the seal of the Corporation, shall keep an updated copy of the By-Laws, which the Clerk shall publish from time to time and shall perform such other duties pertaining to records of the Corporation as the Board of Directors may prescribe. This position requires that you own a personal computer.

**REGISTRAR** — The Registrar shall be responsible for the enrollment of all players in the program. The Registrar shall be responsible for the preparation, distribution and collection of all forms necessary to accomplish enrollment, shall keep a current list of the names and addresses of all enrolled players and their parents and/or guardians and shall distribute such list to all requiring it. The Registrar shall collect all fees in a timely manner which will be due in connection with enrollment and account for such fees to the Treasurer. The Registrar shall provide the Clerk with a list of all members of the General Membership in good standing to be available at any Meeting of the General Membership. The Registrar shall also establish rules and procedures for the handling of refunds subject to the approval of the Board of Directors. This position requires that you own a personal computer and a 12 month commitment.

**ACTIVITIES DIRECTOR** — The Activities Director will maintain a master schedule of all key dates, events and activities that are important to the Organization and communicate this schedule (with reminders and follow-ups) to the appropriate members of the Organization. The Activities Director is also the leader of major social function planning and implementation. These activities may include dances, the end of year program and any Organization sponsored hockey tournaments. It is expected that the Activities Director will establish teams (involving several members of the Organization who are not serving on the Board) that will help carry out the planning and implementing tasks associated with each major activity, under the Activities Director's overall guidance and direction. The Activities Director will also be responsible for coordinating photography for all individual players and teams.

**FUNDRAISING COORDINATOR** — This Fundraising Coordinator is responsible for planning and implementing all fundraising activities for the Organization. Typical activities including Canning, Annual Golf Tournament, Dances, and Raffle Tickets. The Fundraising Coordinator is also responsible for planning and implementing an effective Corporate Sponsors Program. Including sponsor tags for all game shirts. It is expected that the Fundraising Coordinator will establish Teams (involving several members of the Organization who are not serving on the Board) that will help carry out the planning and implementing tasks associated with each major activity, under the Fundraising Coordinator's guidance and direction. The Fundraising Coordinator works with the Treasurer, Registrar, and President to establish a budget for the Organization. The Fundraising Coordinator is responsible for meeting the fundraising goal established in the budgeting process.

**PROGRAM REPRESENTATIVE** — The Program Representative is responsible for representing the Organization at all league conference meetings (e.g., Yankee Conference, So. Shore Conference). Typically, there is one (1) S.S.C. meeting per month and approximately four (4) Yankee meetings per season. If the Program Director cannot be present at a meeting, another Officer of the Corporation shall attend instead. The Program Director also serves as a key contact person for the Conferences (e.g., snow cancellations, schedule changes, notice of disciplinary actions, etc.). The Program Director communicates all pertinent information obtained from the Conferences to the appropriate Organization personnel. This information should be communicated in a timely fashion so that the Organization can schedule its activities and conduct its business in an orderly fashion. The Program Director is also responsible for making formal waiver requests to the Conferences.

**COACH COORDINATOR/A.H.A.U.S. REP.** — The Coach Coordinator is responsible for representing the Organization at all American Hockey Association ("AHAUS") meetings (approximately six (6) meetings per season). If the Coach Coordinator cannot be present at a meeting, then another Officer of the Corporation will attend instead. The Coach Coordinator also serves as a key contact person for AHAUS. The Coach Coordinator communicates all pertinent information obtained from AHAUS to the appropriate personnel of the Organization. This information should be communicated in a timely fashion so that the Organization can schedule its activities and conduct its business in an orderly fashion. The Coach Coordinator is also responsible for making formal waiver requests to AHAUS. The Coach Coordinator is responsible for the training, development, and appraisal of the performance of coaches and assistant coaches. The Coach Coordinator is responsible for ensuring that all Coaches and on-ice assistants are appropriately Trained and patched. At the start of each season, the Coach Coordinator will conduct an orientation meeting with all Coaches and assistant coaches. Periodically during the season, the Coach Coordinator will conduct communication meetings with Coaches and assistant coaches to provide a forum for discussing coaching methods and issues. Together with the V.P. of Hockey, the Coach Coordinator will participate in the recruiting and selection of coaches.

**LEVEL DIRECTORS** — The players enrolled in the Corporation shall be grouped as Learn to Skate, Instructional Mites, Mites, Squirts, Peeeweews, Bantams, Girl's or Midgets based upon age and in the case of the Girl's Division, gender. Each Grouping shall be designated a "Level" and each Level shall have a Level Director. Within each Level there shall be established different Divisions (except for the Girl's Division)—this term shall refer to the skill level in a given Level. For the Instruction Level, the Organization has three Divisions: Learn-to-Skate, Termite, and Mighty Mite. For the Mite Level through the Bantam Level, the Organization has three Divisions: A, B, and C. For the Midget Level, the Organization has two Divisions: A and open. Each Level Director shall be responsible for all activity within such Director's Level. The Level Director shall assist with registration of players and collection of tuition and make appropriate arrangements for such administrative support activities for the teams as may be necessary (i.e., timekeeping, medical, equipment, team standings, etc.). The Level Director shall also facilitate the collection of information in connection with the activities of the Coach Selection Committee and Player Selection Committee. The Level Director shall also establish and coordinate uniform policies and enforce all rules of general or local jurisdiction within such Director's Level other than rules of play. If there are no players for Level for the then current fiscal year then no Level Director will be elected or sit on the Board of Directors for that Level.