

### **WYHA Executive Board Job Descriptions:**

The Elected Officers of the Association shall be a President, 1st Vice President, 2nd Vice President, Director of Finance, Director of Communications and Secretary. All Elected Officers shall be elected for a period of two years and may be eligible for re-election.

#### **President:**

The President shall administer the affairs of the Association, call meetings, appoint committees and perform other duties normally associated with this office. The President only votes in case of a tie vote.

#### **1<sup>st</sup> Vice President and LTS/LTP Coordinator:**

The Vice President's primary purpose is to assist the President in every endeavor. He/She must be knowledgeable of the duties and responsibilities of the President. The Vice President will assume the duties and responsibilities of the President in case of an absence or incapacity of the President. This officer may be asked to assume additional responsibilities, as assigned, by the President and/or the Executive Board of Directors. The Vice President is also responsible for cultivating new leadership for the association and overseeing the LTS/LTP Coordinator and the ACE Coach Coordinator.

#### **2<sup>nd</sup> Vice President – Ice Scheduler:**

The 2nd Vice President shall perform all duties as assigned by the President. The 2nd Vice President will assume all duties if the President and the 1st Vice President are absent. Additional responsibilities include overseeing the Ice Scheduler and the Equipment manager.

#### **Director of Finance:**

The Director of Finance shall be responsible for the overall direction of WYHA Financial Affairs, including but not limited to fee administration, disbursements, preparing financial information for Board Reviews (quarterly) and tax returns. The Director of Finance is also responsible for the following duties:

- Prepare and review an annual operating budget for the Association.
- In July of each year, recommend monthly ice payment fees for the Executive Board's review and approval for the upcoming season.
- Approves all specific expenditures in conformance with the Executive Board's approval.
- Is also responsible for pursuing delinquent accounts within accordance to the Executive Board's policies and procedures.
- Coordinating with outside businesses for a WYHA Corporate Sponsor.
- Works closely with and oversees the Treasurer, Assistant Treasurer and Fundraising Coordinator.

#### **Director of Communications:**

The Director of Communications shall be responsible for maintaining an open communication between WYHA, Amelia Park, the outside media and the association's members. The Director of Communication shall be responsible for the following duties:

- Plan and implement a contingency plan in case of bad weather, with the Executive Boards approval.
- Maintain a workable internal communication system that would inform the members of all activities of the WYHA.

- Works closely with the entire Executive Board of Directors and their communication needs throughout the season.
- Works closely with and oversees the Web Master, Public Relations Representatives, Team Rep Coordinator and GSL Representative.

**Secretary:**

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, maintains membership records, checks WYHA PO Box as needed, opens mail and distributes accordingly, fulfills any other requirements of a Director and Officer, preserve the By-Laws, and performs other duties as the need arises and/or as defined in the bylaws. Additional responsibilities include overseeing the Assistant Secretary and the Registrar.