

Below are job descriptions for all ECHO Board of Directors positions as of March 2010.

All Board members are also required to help at large ECHO events—e.g., tryouts—in addition to the specific duties listed below.

PRESIDENT: The President, as Chief Executive Officer of ECHO, shall supervise ECHO's affairs and activities. The President shall see that all required documents are filed with State and Federal agencies to establish and maintain ECHO as a non-profit organization. The President shall preside at all Board meetings. The President shall make an annual report to all of the members who are at the Annual Election Meeting. The President shall see to it that the Constitution and the By-Laws of ECHO are strictly and firmly upheld without exception. The President is expected to serve at least one year as Past President upon completion of term of office as President.

CHC REPRESENTATIVE: The Connecticut Hockey Conference Representative will be responsible for attending all CHC meetings throughout the year. This individual will also be responsible for conveying all pertinent information from CHC to the ECHO Board and vice versa. The CHC representative will serve as a voting member of CHC, and will be expected to cast all votes in accordance with direction provided by the ECHO Board.

REGISTRAR: The Registrar is responsible for assuring that all ECHO players and coaches are registered with CHC and USA Hockey. The Registrar shall also prepare accurate team rosters for signature and submission to CHC. The Registrar will work with other Directors, including but not limited to the Secretary and Vice President of Travel to assure that all Coaches have the appropriate level of training. The Registrar must also attend all CHC Registrar meetings.

SECRETARY: The Secretary shall record the minutes of all meetings of ECHO and shall maintain a permanent record of its business. All external correspondence shall be received, handled, and recorded by the Secretary. Such correspondence includes, but is not limited to, sending Coaching applications and background checks and injury reports to the appropriate CHC official. The Secretary shall give notice to all regular and special meetings. The Secretary shall compile Team Books and the annual ECHO books.

TREASURER: The Treasurer shall be responsible for the collection of all moneys. The Treasurer shall be responsible for maintaining records to show balances owed and/or fees paid by members. The Treasurer shall submit an annual budget and upon its approval by the Board of Directors, shall be responsible for tracking and periodically reporting the organizational performance against budget adherence thereto. The Treasurer shall be responsible for disbursement of ECHO's funds in accord with the aforementioned budget and at the discretion of the Board of Directors.

A monthly statement of the finances of ECHO shall be submitted periodically, at intervals determined by in writing at each meeting of the Board of Directors. Treasurer will report on budget performance and work with the Board to remediate any unfavorable

variances. The Treasurer shall keep adequate accurate records, and adhere to generally accepted accounting principles including all cancelled checks, deposit breakdowns, invoices etc. so that an accurate audit of the books may be made at the end of the fiscal year. The Treasurer shall be responsible to prepare and deliver, to a qualified tax in a timely manner as required, tax returns and all other reports that may be required by , both State or and Federal governments can be filled at the end of the Treasurer's fiscal year.

VP-TRAVEL: The Vice President of Travel Teams shall be in charge of ECHO's travel team try-outs, selection and supervision of all coaches, and maintaining the Organization's practice and game master schedules.

VP-ADMINISTRATION: The Vice President of Administration shall be responsible for coordinating and organizing all Organizational tournaments, such as an annual holiday tournament, and all fundraising. Examples of fundraising activities may include, but are not limited to, an annual golf fund raising event, developing corporate sponsorships, an annual social, and concessions at ECHO hosted tournaments.

VP-MINI-MITES/INSTRUCTIONAL: The Vice President of Mini-Mite/Instructional Clinics shall be in charge of promoting ECHO to young, beginner and uninitiated skaters and families. He/she will create ideas and implement objectives to increase exposure and enrollment of skaters in ECHO, and the game of hockey in general. This individual will be the ECHO Grow the Game delegate to CHC and, as such, be expected to attend meetings and actively participate, through CHC, in this national initiative.

DIRECTOR OF COACH AND PLAYER DEVELOPMENT: Provides organizational leadership and direction to optimize the performance and development of Coaches and Players.

EQUIPMENT MANAGER: The Equipment Manager shall be responsible for the inventory, supply, maintenance, storage, distribution, collection, and, with Board approval, purchase of all equipment, jerseys, and supplies provided by ECHO to its members skaters, coaches, and/or teams. The Equipment Manager shall advise the Board as to the condition of equipment and advise the Board as to the need to replace equipment, uniforms and supplies.

DIRECTOR OF PUBLICITY AND COMMUNICATIONS: The Director of Publicity/Communications shall be responsible for maintaining the ECHO website. This includes posting articles, photos, tryout results, and other notices as needed or requested; maintaining and updating the membership's database; and sending out messages to the membership to keep them informed of timely events. This individual also serves as Master Scheduler/CHC website representative, and as such is responsible for letting coaches/schedulers know how to post games/results to the CHC website at the beginning of the season; he or she is also responsible for being sure the ECHO website stays integrated with the CHC website.

PAST PRESIDENT: This office shall be held by the individual who immediately last served as President of ECHO. The Past President's main function shall be to serve as advisor to the present President. The Past President retains his voting rights until he no longer is a Past President. There shall be a term limit of two years for the Past President.