



Lakers Hockey

CLUB ASSOCIATION

President Functions and Responsibilities

Term: 2 years starting in June

Requirements:

- Strong leadership ability
- Excellent communication (oral and written) skills
- Experience in conflict resolution
- Excellent problem-solving and interpersonal skills
- Experience in leading / management
- Objective and detail oriented
- Ability to build and maintain relationships with AHAI, various leadership / members of leagues in which the Club participates, area clubs, RecPlex, and our Charter High Schools
- Approachable and have a can-do attitude
- Comfortable with delegation and the ability to delegate as needed
- Passionate about the success of the Lakers Hockey Club Association
- Volunteer time outside these functions and responsibilities to include league events, club events, etc.
- Registered as a USA Hockey Volunteer
- Completion of Safe Sport training
- Completion of background screening

Overview: The President's main function is to keep the work of the organization moving towards its goals along with monitoring the Club's health and overall direction. The President shall remain neutral in Club affairs and act in the best interest of the Club on all decisions and recommendations; the President **shall not** make decisions based upon personal interest. The President has one vote in all matters of the Board. In the event of a tied vote, the President will make the final decision.

Responsibilities: Specifically, the President's responsibilities include but are not limited to:

- The President shall act as Agent of the Association and as such, shall have authority to sign all deeds, leases, conveyances and other league and official documents.
- Review, understand and evaluate the Clubs:
 - Articles
 - Bylaws
 - Policies & Procedures
 - Governing Rules and Regulations
- Generate agenda / presentation for presentation at the annual summer meeting (held in June)

- Preside at all monthly Board Meetings and as needed Executive Sessions
 - Call to order and dismissal
 - Guidance in discussions to stay on task
 - Assigning tasks and responsibilities as needs arise
- Ensure Board goals meet the requirements of governing bodies
- Represent or ensure representation for the Lakers during external meetings and events with the following entities:
 - Disciplinary matters with AHAI, players and parents or opposing teams
 - Armature Hockey Association Illinois (AHAII)
 - Illinois High School Hockey League – North Central (IHSNL-NC)
 - West Meadows Spring Hockey League (WMSHL)
- Respond to correspondence to address concerns, complaints, appreciation
- Work closely with the Treasurer to develop and maintain an annual budget and subsequently aid with monitoring expenses and revenue. This includes but is not limited to setting financial goals and strategic financial planning.
- Support other members' responsibilities to assist with overflow should it be necessary
- Work with membership, potential membership and local communities to build awareness of the Lakers Hockey Club
- Appoint committee chairs and leadership positions as needed and monitoring the progress of initiatives related to (sub)committees.
- Promote the use of and utilize the Club's network storage for all electronic files and the Club's email service for all correspondence; use of personal email accounts for Club correspondence is not allowed.
- Coordination / responsibilities related to hockey seasons as follows:
 - Seasons include Spring, Summer, Fall
 - Coordinate with RecPlex to secure practice, skills, home game, and special event ice
 - Coordinate with RecPlex on ice costs, regulations and any code of conduct issues
 - Generate all contracts for Hockey Director (HD) and coaching / skills staff
 - Assist / attend preseason parent meetings with HD / coaching staff
 - Assemble / distribute / coordinate information for team managers:
 - Copies of rules and regulations
 - Copies of rosters
 - Examples / directions for Minor Officials (Game Volunteers)
 - Supplies (game pucks, security jackets, scoresheets / tablets, labels)
 - Encourage participation by all families in Club events and fundraising
 - Encourage participation by all families for volunteer duties
 - Assist with coordination / attend external events parades, back to school nights, awards nights, senior night, etc.
 - Generate and distribute club news and updates and needed

Level of Effort: The weekly effort needed by this role is highly variable by averages 4-6 hours per week; during peak activity the weekly level of effort can exceed 10 hours

This document uses the word "ensure" to convey the intent that accountability for the specified responsibilities lies with the President, but it is not necessarily the President who carries out the activity. It is anticipated that many of these responsibilities will be delegated to board committees, staff, or others including experts retained for a specific purpose. The word "ensure" is not intended to imply any additional source of legal duties beyond those that are required by law.