

President (EC)

President (Executive Committee – 2 Year Term)

Responsible for organizational goal setting and management of the Executive committee. Monitor performance of LHC, LLC Board and Leafs Ice Centre Operations, and ensure collaborative planning and reporting functions are met as required. Work with EC to develop and implement Club Mission Statement, Annual Calendar, Club Image, Membership Conduct Standards, Budgets and Business Plans. Set goals and monitor performance of EC, BOD, and AB in executing Business and Growth Plans. Conduct EC and public board meetings according to Robert's Rules. Attend AHAI President's meetings and report back to EC. Oversight of Rink Operations, and R+E Committee. Respond to AHAI on all LHC and member issues. Collaborate with Hockey Operations and Hockey Directors to set coaching standards, expectations, budget, ice scheduling needs, and team/league placement. Oversee team draft process. Provide monthly update to membership via Letter from the President or email to LHC covering AHAI, marketing, and membership and financial news.

Membership

VP Membership (Executive Committee – 2 Year Term)

Responsible for the oversight, goal communication, and accountability of all BOD and AB positions in the Member Relation's arena. Oversees development and circulation of member surveys, and reports these results to the EC. Compiles competitive data on other clubs programs and fees for analysis, discussion, and communication to the EC. Collaborate with the VP Hockey Ops, Director of member relations, R+E, and coaches to address parent and player complaints, concerns, and issues. Coordinate annual board election process. Oversee all functions that LHC host and develop. Respond to member issues elevated past the Director of Member Relations. Attend all board meetings.

Director of Member Relations (Board of Directors – 2 year Term)

Assists the VP Member Relations coordinate the development and circulation of member surveys. Compile competitive data on other clubs program and fees for analysis by EC. Communicate membership feedback to VP Hockey Ops, VP Membership, R+E, and coaches to address parent and player complaints, concerns, and issues. Monitor LHC voicemail and email, and return calls and emails as necessary to answer questions or pass on needed information. Assist and support all membership special events and programs. Respond to member issues. Attend all public board meetings.

Director of Compliance (Board of Directors – 2 Year Term)

Assist then EC for the oversight, communication, documentation, and compliance with all LHC, league, AHAI, and USA Hockey policies and procedures. Oversee League Reps. communicate all relevant updates from all league reps to the EC and the LHC membership as necessary. Collaborate with the VP Hockey Ops, Director of Member Relations, R+E, and coaches to address any LHC, league, AHAI, or USA Hockey rules or policy violations. Attend all public board meetings.

PPH Manager (Associate Board – 1 Year Term)

Responsible for managing the Parent participation Program volunteer group. Coordinate and assist with staffing and staffing needs for special events. Solicits volunteers and coordinates volunteer paperwork. Attend all public board meetings.

Team Manager Coordinator (Associate Board – 1 year Term)

Communicates and directs all Team Managers on matters that require their and / or member participation. Provides guidance and training sessions to Team managers as needed. Maintain Team manager manual and website updates. Attend all public board meetings.

Hockey Operations

VP Hockey Operations (Executive Committee - 2 Year Term)

Secretary/Registrar

Secretary/Registrar (Executive Committee – 2 year Term)

Records and publishes all EC, BOD, and Public Board meetings minutes. Collects bi-monthly EC and BOD reports prior to meetings for inclusion on agenda. Creates and distributes agenda on the day of each meeting. Posts all public meeting minutes to LHC website. Transmits all USA Hockey, AHAI, and league information and meetings minutes to the Board, coaches, team managers, and members as necessary. Responsible for all registrar functions relating to registration, drafts, and team roster development with adherence to USA Hockey/AHAI and league rules. Insures all coaches and team managers are in compliance with USA Hockey and AHAI rules. Responsible for the oversight, goal communication, and accountability for Communication Director, Webmaster, and League Representatives. Develops and initiates all LHC communications internally and externally. Attend all Board meetings.

Director of Communication (Board of Directors – 2 Year Term)

Assists the Secretary/Registrar as the clearing house for all communications from LHC to the membership, and is responsible for oversight of LHC communications strategy. Implement the communication strategy across all available platforms including but not limited to: Email, constant contact, website, social media platforms, and the press. Coordinate all relevant updates from the EC and all departments using all available communication resources. Attend all public board meetings.

League Representatives (CSDHL/NIHL&SWHL/NWHL) (Associate Board 1 Year Term) 3 positions

Attends mandatory monthly league meetings and act as a voting member on behalf of the LHC. Communicates and acts a liaison between the league and the VP of hockey Operations. Attends all public board meetings.

Webmaster (Associate Board – 1 year term)

Responsible for management, information, training, functionality, and enhancements to LHC website. Coordinates with Secretary/Registrar and VP Scheduling to assign players to teams and oversees all team site management. Attend all public board meetings.

Finance

VP Finance (Executive Committee - 2 Year Term)

VP Finance shall oversee collection of all fees, administer the LHC operating fund, keep a full and complete record of all income and expenditures, make disbursements out of LHC funds, prepare and submit a current report of the income and expenses of LHC for each board meeting. Make available to the membership a copy of the LHC financial report, prepare and submit an annual report for the annual membership meeting detailing the income and expenses of the board, its officers, and the LHC. Assume authority and duties of the President in the absence of the President and VP of membership. Complete and file any financial reports required by law or the BOD. Oversee the various BOD, AB, and committees assigned under the VP of Finance by the EC. Attend all board meetings.

Director of Accounts Payable (Board of Directors - 2 Year Term)

Assists the VP Finance with LHC finance functions. Responsible for processing club invoices, tournament ice expenses, and parent participation refunds. Attend all public board meetings.

Director of Member Billing (Board of Directors - 2 year Term)

Assists the VP Finance with LHC finance functions. Responsible for member billing, collections, and processing of all member refunds. Attend all public board meetings.

Marketing

VP Marketing (Executive Committee – 2 Year Term)

Responsible for oversight, goal communication, and accountability of all Marketing BOD and AB direct reports. Coordination of all LHC marketing, internally and externally, strategic development, and implementation of the marketing plan. These areas include communications, public relations, advertising, website and social media, brand image, community involvement, player recognition, special events, and team and club sponsorship programs. Responsible for keeping marketing materials current. These areas include but not limited to: Rink marketing boards and DVD loops, and LHC flyers and brochures. Foster collaborative relationships with VP Hockey Ops and VP Membership to synchronize team manager and coach communications, and develop an understanding of member needs and communication satisfaction results.

Director of Marketing/Uniforms (Board of Directors – 2 Year term)

Assists the VP Marketing for the development and implementation of a strategic marketing plan including, but not limited to: events calendar, communications, PR, advertising, website materials, community outreach, new programming, and special events. Also, markets LHC and LIC programs to new and existing members. Oversees uniform and LHC merchandise ordering and distribution process, sponsorship [programs, and annual yearbook production and sales. Plans and oversees special events such as Member Appreciation, used equipment sale, and Team Photo Day. Promotes LHC and LIC community involvement. Responsible for keeping marketing materials current, including, but not limited to: Rink marketing boards and DVD loop, LHC website and, LHC and LIC flyers and brochures. Attends all public board meetings.

LEAFS Merchandising Manager (Associate Board – 1 Year Term)

Collaborates with the pro shop and vendors as necessary to design and select apparel, logo merchandise, pins, blankets, etc. for sale in the pro shop, LHC website or at LHC sponsored sales and fundraisers. Work with Director of marketing to establish a brand image for LHC and establish a logo usage policy. Track, process, and distribute merchandising orders. Attend all public board meetings.

Uniform Manager (Associate Board – 1 year Term)

Collects and orders LHC warm ups, nameplates, jerseys, hockey socks and shells for members. Coordinate distribution through Special Events and Marketing Chairperson, or their volunteers. Maintains a uniform number schematic to ensure a minimum of number conflicts. Attend all public board meetings.

Special Events and Marketing Manager (Associate Board – 1 Year Term)

Responsible for managing the PPH volunteer group in the Marketing arena. Coordinate and assist with staffing and staffing needs for special events. Solicits volunteers and coordinates volunteer paperwork. Attend all public board meetings.

Scheduling

VP Scheduling (Executive Committee – 2 Year Term)

Responsible for obtaining appropriate ice quantities from LIC for LHC programs. Oversee development and communication of ice schedules for teams and Hockey directors. Audit referee scheduling and billing from AHAI. Collaborate with VP Hockey Ops, Hockey Directors and President on ice usage needs, allocation of ice, team schedules, warm-up and tryout scheduling as well as special on ice events. Attend all league scheduling meetings. Oversee BOD and/or AB support staff assigned to this area by the EC, including Equipment manager and Tournament director. Communicate all team practices and game schedules to team managers and coaches. Manage open ice communication and allocation. Update schedule changes and ice pickups in MAXX ICE and NGIN as required daily or weekly. Upload season ice schedules into MAXX ICE and LHC website. Audit all team ice touch quantities at the end of the season and report to board. Attend all board meetings.

Equipment Manager (Associate Board – 1 Year term)

Coordination of all equipment needs for teams, coaches, and players. These will include water bottles, pucks, league and stop patches, and rental jerseys. Account for all items and place orders as necessary. Work with Finance Department to coordinate deposits refunds when applicable. Attend all public board meetings.

Tournament Director (Associate Board - 1 Year term) 2 Positions

Coordinates tournament activities and manages tournament PPH volunteer group in the Hockey Operations arena. Attend all public board meetings.

Rules and Ethics

Rules and Ethics Chairperson (Board of Directors – 2 Year Term)

Appoint an R+E Committee with approval from the President and EC. Meet monthly with the committee as necessary to discuss R+E violations, investigations, hearings, and punishments. Coordinate with Hockey Directors and VP Hockey Ops regarding coach and player disciplinary matters. Communicate with players, families, coaches, team managers, and EC on a regular basis to insure R+E matters are dealt with in a timely fashion. Attend all public LHC Board meetings.