

MN SPECIAL HOCKEY BOARD OF DIRECTORS JOB DESCRIPTIONS

Are you wanting to make a difference in the lives of 185+ athletes with disabilities?

Are you looking to give back to the sport that has given you so much?

Are you willing to share your skill and talents?

Are you able to commit a minimum of 6-8 hours per month?

If you answered yes to the above questions we have the perfect opportunity for you!

Commitment level includes the second Monday of each month 7-9pm for Board Meetings.

Additional commitment varies based on position desired.

MN SPECIAL HOCKEY BOARD STRUCTURE

1. Minnesota Special Hockey Board Positions (*New Positions*)
 - a. Chairperson - Tom (non voting)
 - b. President - Jane
 - c. Treasurer - Gary
 - d. Secretary - Kay
 - e. Volunteer Coordinator - POSITION OPEN
 - f. Fundraising Coordinator - Susie
 - g. *Team Managers Coordinator* - POSITION OPEN
 - h. *Coaches Coordinator* - POSITION OPEN
 - i. *Transportation/Tournament Coordinator* - John
 - j. *New Program/Team Growth Coordinator* - POSITION OPEN
 - k. *Ice Schedule Coordinator* - POSITION OPEN
 - l. *Apparel/Jersey/Equipment Coordinator* - Greg
2. Non-Voting Positions
 - a. Marketing Coordinator - Jared
 - b. Registration Coordinator - Kathy
 - c. MN Hockey Rep - Toni

Minnesota Special Hockey Board Member

Chairperson

Position Title: Chairperson

Goal of Position: Oversee Board Positions as Relates to Vision, Planning, Execution

Responsible to: Board

Time Required:

Monthly: 15-20 hours

Monthly Board Meetings: 2nd Monday of each Month; 7-9pm (missing no more than 3 meetings annually)

Length of Commitment: 4 years

Responsibilities:

1. Communicate with board members
 - a. Follow through on accountability
2. Plan Meeting Agenda
3. Represent Board at Events
4. Oversee
 - a. Treasurer - Gary
 - b. Secretary - Kay
 - c. Fundraising Coordinator - Susie
 - d. Team Managers Coordinator
 - e. Coaches Coordinator
 - f. New Program/Team Growth Coordinator
 - g. Marketing
5. Develop recruitment strategy with Marketing Coordinator
6. Report to State/National Organizations

Minnesota Special Hockey Board Member

President

Position Title: President

Goal of Position: Oversee Board as it relates to Day to Day Operations

Responsible to: Board

Time Required:

Monthly: 15-20 hours

Monthly Board Meetings: 2nd Monday of each Month; 7-9pm (missing no more than 3 meetings annually)

Length of Commitment: 4 years

Responsibilities:

1. Communicate with board members
 - a. Follow through on accountability
2. Represent Board at Events
3. Oversee
 - a. Volunteer Coordinator
 - b. Transportation/Tournament Coordinator - John
 - c. New Program/Team Growth Coordinator
 - d. Ice Schedule Coordinator
 - e. Apparel/Jersey/Equipment Coordinator - Greg
 - f. Registration
4. Respond to call/emails for new players
5. Coordinate welcoming plan for new members
 - a. Association welcome
 - b. Team welcome - Parent Partners
6. Report to State/National Organizations

Minnesota Special Hockey Board Member

Treasurer

Position Title: Treasurer

Goal of Position: Ensure MN Special Hockey completes all required documentation to maintain 501c3 status with the State of Minnesota. Manage budget.

Responsible to: Board Chairperson

Time Required:

In Season: 5-6 hours/month for execution

Monthly Board Meetings: 2nd Monday of each Month; 7-9pm (missing no more than 3 meetings annually)

Length of Commitment: 4 years

Responsibilities:

1. Manage association accounts receivable
2. Manage association accounts payable
3. Create Budget with Board Members
4. Create and Distribute monthly Board Meeting Reports
5. Manage Vendor Contacts

Minnesota Special Hockey Board Member

Secretary

Position Title: Secretary

Goal Position: Document activities of the Board.

Responsible to: Board Chairperson

Time Required:

In Season: 4-5 hours/month for execution

Monthly Board Meetings: 2nd Monday of each Month; 7-9pm (missing no more than 3 meetings annually)

Length of Commitment: 4 years

Responsibilities:

1. Take/type monthly meeting minutes
2. Post meeting minutes on website
3. Work with Board Chairperson to create and distribute meeting agenda

Minnesota Special Hockey Board Member

Volunteer Coordinator

Position Title: Volunteer Coordinator

Goal of Position: Recruit, select, and manage volunteers for events and teams

Responsible to: Board Chairperson

Time Required:

Preparation for Season: Estimated 30-40

In Season: 4-5 hours/event

Monthly Board Meetings: 2nd Monday of each Month; 7-9pm (missing no more than 3 meetings annually)

Length of Commitment: 4 years

Responsibilities:

1. Recruit, select and assign volunteers for each team
2. Conduct Annual volunteer training
3. Develop and implement annual volunteer recognition
4. Plan summer picnic
5. Coordinate special events
6. Communicate volunteer information with manager
7. Communicate training with Manager and Coaches Coordinators

Minnesota Special Hockey Board Member

Fundraising Coordinator

Position Title: Fundraising Coordinator

Goal of Position: Identify new fundraising strategies and grants to ensure the financial stability of MN Special Hockey and maintain a way to continue to subsidize expenses.

Responsible to: Board Chairperson

Time Required:

On Going: 5-10 hours/month

Monthly Board Meetings: 2nd Monday of each Month; 7-9pm (missing no more than 3 meetings annually)

Length of Commitment: 4 years

Responsibilities:

1. Identify strategies to continue to improve and increase fundraising efforts
2. Identify annual budget and fundraising goal
3. Create process of appreciation of current donors
4. Coordinate grant application efforts with existing writers

Minnesota Special Hockey Board Member

Team Manager Coordinator

Position Title: Team Manager Coordinator

Goal of Position: Provide Team Managers with tools, information and resources to be successful. Create similar off ice experience for all skaters regardless of team location.

Responsible to: Board Chairperson

Time Required:

Preparation for Season: Estimated 30-40

In Season: 2-3 hours/week for execution

Monthly Board Meetings: 2-3 hours per month

Length of Commitment: 4 years

Responsibilities:

1. Recruit Managers for each team
2. Conduct Annual Manager Training
3. Develop and implement communication process for Managers
4. Create weekly emails for Team Managers to edit and send to team
5. Create Manager Guidebook
 - a. Create communication tools for Team Managers to use with team
 - b. Train Team Managers on use of Website and Social Media
 - c. Confirm all Managers are coordinating holiday and season ending parties
 - d. Confirm all Players are registered before entering ice and confirm all paperwork is submitted
 - e. Coordinate Volunteers for Team with Volunteer Coordinator
6. Communicate Board Meeting information with Team Managers

Minnesota Special Hockey Board Member

Coaches Coordinator

Position Title: Coaches Coordinator

Goal of Position: Provide Coaches Managers with tools, information and resources to be successful. Create similar on ice experience for all skaters regardless of team location.

Responsible to: Board Chairperson

Time Required:

Preparation for Season: Estimated 30-40

In Season: 4-5 hours/week for execution

Monthly Board Meetings: 2nd Monday of each Month; 7-9pm (missing no more than 3 meetings annually)

Length of Commitment: 4 years

Responsibilities:

1. Recruit and Select Coaches for each team
2. Conduct Annual/On Going Coaches Training
3. Develop and implement communication process for Coaches
4. Create weekly practice plans for coaches to send out to assistants and volunteers in advance.
5. Create Coaches guidebook
 - a. Train Coaches on the ADM
6. Communicate Board Meeting information with Team Managers
7. Confirm Coaches have necessary certification and are registered for CEP Training.
8. Provide support and accountability for Coaches.

Minnesota Special Hockey Board Member

Transportation/Tournament Coordinator

Position Title: Transportation/Tournament Coordinator

Goal of Position: Identify transportation needs for in season games as well as post season events. Also coordinate travel for out of state events.

Responsible to: Board Chairperson

Time Required:

Preparation for Season: Estimated 5-10

In Season: 1-2 hours/event

Monthly Board Meetings: 2nd Monday of each Month; 7-9pm (missing no more than 3 meetings annually)

Length of Commitment: 4 years

Responsibilities:

1. Solicit bids for annual bus contract
 - a. Out state in season games
 - b. National Festival
 - c. Special Hockey International Event
2. Communicate transportation with managers
3. Schedule hotels for travel
4. Coordinate payment with Treasurer

Minnesota Special Hockey Board Member

Program/New Team Growth Coordinator

Position Title: Program/New Team Growth Coordinator

Goal of Position: Identify ways for MN Special Hockey to continue to grow throughout the State of MN

Responsible to: Board Chairperson

Time Required:

New Program Development: 30-40 hours

Monthly: 2-3 hours

Monthly Board Meetings: 2nd Monday of each Month; 7-9pm (missing no more than 3 meetings annually)

Length of Commitment: 4 years

Responsibilities:

1. Identify potential new locations
2. Respond to requests for new programs
3. Coordinate with Manager, Volunteer and Coaches Coordinator for recruitment of leaders
4. Coordinate with Ice Schedule Coordinator for site location
5. Identify and implement try hockey events

Minnesota Special Hockey Board Member

Ice Schedule Coordinator

Position Title: Ice Schedule Coordinator

Goal of Position: Coordinate Ice Schedule for all MN Special Hockey events

Responsible to: Board Chairperson

Time Required:

Season Preparation: 30-40 hours

In Season: 2-3 hours/month

Monthly Board Meetings: 2nd Monday of each Month; 7-9pm (missing no more than 3 meetings annually)

Length of Commitment: 4 years

Responsibilities:

1. Complete Game Schedule
2. Coordinate ice for practices and games as scheduled with Managers
 - a. Assist with ice contacts as needed
3. Assist in rescheduling or sharing of ice as needed
4. Identify new ice when a new team is forming
5. Work with arenas, associations, wherever necessary to secure ice

Minnesota Special Hockey Board Member

Apparel, Jersey and Equipment Coordinator

Position Title: Apparel and Jersey Coordinator

Goal of Position: Coordinate efforts with vendors for Jerseys and Apparel

Responsible to: Board Chairperson

Time Required:

Preparation for Season: Estimated 30-40

In Season: 4-5 hours/month November and December

Monthly Board Meetings: 2nd Monday of each Month; 7-9pm (missing no more than 3 meetings annually)

Length of Commitment: 4 years

Responsibilities:

1. Order Jerseys for new players and teams.
 - a. Coordinate design of logo for new teams
2. Conduct apparel order
 - a. Website set up
 - b. Communication with members
 - c. Coordination of order and delivery.
3. Work with volunteer on equipment collection and distribution
4. Solicit bids
5. Vendor Coordination

Minnesota Special Hockey

Registration Coordinator

Position Title: Registration Coordinator

Goal of Position: Oversee association registration

Responsible to: Board Chairperson

Time Required:

Preparation for Season: Estimated 30-40

In Season: 20 hours November/December

Monthly Board Meetings: 2nd Monday of each Month; 7-9pm

Length of Commitment: 4 years

Responsibilities:

1. USA/MN Hockey Contact for registration
2. Coordinate with managers to confirm registration of all skaters before entering the ice
3. Communicate with SportsEngine all Communication for registration software

Minnesota Special Hockey

Marketing – Non Board Member

Position Title: Marketing Coordinator

Goal of Position: Continue to increase skater registrations through marketing programs.

Responsible to: Board Chairperson

Time Required:

Annually: 20-30 hours/month

Monthly Board Meetings: 2nd Monday of each Month; 7-9pm (missing no more than 3 meetings annually)

Length of Commitment: 4 years

Responsibilities:

1. Manage association social media
2. MN Special Hockey webmaster
3. Coordinate display and marketing materials for events

Minnesota Special Hockey

MN Hockey Rep – Non Board Member

Position Title: Minnesota Hockey Disabled Hockey Rep

Goal of Position: Communicate USA Hockey and MN Hockey opportunities to improve MN Special Hockey

Responsible to: MN Hockey

Time Required:

Monthly Board Meetings: 2nd Monday of each Month; 7-9pm

Length of Commitment: N/A

Responsibilities:

1. Communicate information from USA Hockey and MN Hockey
2. Assist with any issues as it relates to registration or legal issues
3. Provide direction desired
4. Provide assistance as needed