



Armstrong Cooper Youth Hockey Association Job Description

Title:	Vice Chairman
Role:	Executive Board Member
Election/Appointment:	Elected by Membership
Voting Status:	Voting
Budget:	No budget responsibility
Term:	Three year term, year two in the cycle
Compensation:	full hours

Description/Role: The Vice Chairman is responsible for the long term strategic plan for the association, in the absence of disability of the Board Chairman will perform all the duties of the Board Chairman. In the absence of the Ice Scheduler the Vice Chairman will assume the responsibility of the Ice Scheduler

Position mandatory requirements:

- Must attend monthly ACYHA Board of Directors meetings on the second Monday of the month
- Must attend the monthly Executive Committee meetings on the first Monday of the month or as scheduled
- Must attend the annual meeting of ACYHA Membership in April.
- Sit on the HDC committee as needed
- Sit on the Grievance Committee as needed
- Must attend the New Hope City Council Work group meetings and City Council meetings as needed
- Fill in for Secretary in his or her absence
- Fill in for the Ice Schedule if the position is vacant per the Bylaws
- Take point on developing the long-range strategic plan for the Association
- Represent ACYHA and build relationships with in the community, other sports associations and other groups that serve the interests of ACYHA
- Training your successor at the May meeting at the end of your term

Desired Skills:

- Required to be a member in good standing for a full year prior to running
- Strong communication skills

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- Strong organization skills
- Strong marketing background a plus
- Creative skills a plus
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access
- Positive, helpful attitude
- Ability to attend the monthly meetings and do work between meetings

Reporting:

- This role reports to the Board Chairman