

Park Rapids Amateur Hockey Association elected Board positions

A person is voted onto the board by the association and appointed into the position by the current voting board members.

Qualifications:

Must be a member in good standings with a positive attitude and self-motivated.

Must be interested and committed to promoting and advancing the Park Rapid Amateur Hockey Association.

Must be committed to working in the best interest of the entire Association.

Must be willing and able to devote the required amount of time to fulfill responsibilities of duties, this includes evenings and weekends throughout the entire year.

Must have leadership, organizational and communication skills.

Must attend scheduled meetings to provide status, input and direction related to duties and responsibilities.

This is a volunteer position, without any pay or benefits and requires approximately 4+ hours per week, based on the time of the year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.

President – 3 year term

- Attends and oversees all regular board meetings and special meetings.
- Chairs the Executive Committee.
- Attends all District, City, etc. meetings on behalf of PRAHA.
- Attends the Leadership Conference.
- Attends a Gambling Class.
- CEO of gambling operations and accountable to the MN Gambling Control Board.
- Oversees the Gaming Manger and all gaming operations.
- Supervises all affairs and activities of PRAHA.
- Chairs the Nominating Committee.
- Assist with other roles as required.

Vice President – 3 year term

- Attends all regular board meetings and special meetings.
- Oversees board meetings and special meetings when the President is absent.
- Attends all District, City, etc. meetings with the President or in the Presidents absents on behalf of PRAHA.
- Works with the President overseeing affairs and activities of PRAHA.
- Attends the Leadership Conference
- Sits on the Executive Committee.
- Reviews Bylaws and the Policy Book assuring procedures are being followed. Recommending changes as needed.
- Oversee the Registrar, Team Managers and Volunteer Coordinator.
- Recruits new members to committees, board positions, etc.
- Performs other duties as needed.

Secretary – 3 year term

- Attends all regular board meetings and special meetings.
- Oversees board meetings and special meetings when the President and Vice President are absent.
- Sits on the Executive Committee.
- Works with the President to prepare and email the agenda to the Board prior to the meeting.
- Takes minutes at all meetings and emails them to all Board Members and the Gaming Manager prior to the next meeting for review.
- Posts approved minutes on the Website and a copy in the lobby on the bulletin board.
- Keeps a permanent record of all minutes of the Association.
- Notifies the Association of all special meetings or changes to regular meetings.
- Performs other duties as needed.

Treasurer – 3 year term

- Attends all regular board meetings and special meetings.
- Oversees board meetings and special meetings when the President, Vice President and Secretary are absent.
- Sits on the Executive Committee.
- Keeps permanent records of all securities and official records.

- Submits written financial statements, bank statements and budget to all Board Members prior to the first board meeting of the month for review.
- Reconciles all bank accounts and completes yearly tax requirements.
- Writes all checks as approved by the Board.
- Works with the President to ensure all fees are collected.
- Chairs the Budget Committee.
- Performs other duties as needed.

Facilities/Staffing Director – 2 year term – even year

- Attends all regular and special board meetings.
- Chairs the Building Committee – hold monthly meetings.
- Determines and oversees building maintenance, repairs and upgrades.
- Oversees rink staff, arena operations and needs.
- Oversees the skate sharpening room and needs.
- Performs other duties as needed.

Hockey Outreach Director – 2 year term – odd year

- Attends all regular and special board meetings.
- Chairs the Recruiting and Retention Committee – hold monthly meetings.
- Determines and oversees plans to recruit new kids and keep existing kids in the program.
- Oversees the Website, Webmaster and Facebook Admin.
- Performs other duties as needed.

Capital Director – 2 year term – even year

- Attends all regular and special board meetings.
- Chairs the Fundraising Committee – hold monthly meetings.
- Plans and oversees all Association Fundraising events.
- Grant Writing – research, write and submit grants.
- Sponsors – invoice current sponsors and search for new sponsors
- Performs other duties as needed.

Hockey Development Director – 2 year term – odd year

- Attends all regular and special board meetings.
- Chair the Hockey Development Committee – hold monthly meetings.
- Educate coaches on coaching techniques approved by the Varsity Coaches.

- Recruit new coaches and maintain current coaches.
- Chairs the Coaches Committee – holds meeting when needed.
- Oversees SafeSport and coaching requirements are being fulfilled.
- Oversees the Scheduler.
- Performs other duties as needed.

Administrative Director – 2 year term – even year

- Attends all regular and special board meetings.
- Chairs the Tournament Committee – hold monthly meetings.
- Coordinates all home tournaments and jamborees.
- Oversees the Equipment room and Equipment Manager.
- Oversees the Concession stand and Concessions Manager.
- Oversees the Head Official.
- Performs other duties as needed.

All board members are strongly encouraged to attend the Leadership Conference held by Minnesota Hockey each year in April.