



BOARD OF DIRECTORS' ROLES

Forum, MYHA Inc.

1632 4th Ave. West, Monroe, WI. 53566

4avalanchehockey@gmail.com

Voting Directors

President:

The president is the lead volunteer for the association. They are elected by, and accountable to, the association's board of directors. The individual presides over the board to ensure the association operates in an efforts to achieve its mission and goals.

Job Description:

- Review, understand, and evaluate the association's
 - Articles of incorporation
 - Bylaws
 - Policies & procedures
 - Governing rules and regulations
- Preside over board meetings, including setting agendas.
- Work closely with the Treasurer and financial committee to develop an annual budget and monitor the expenses and revenues.
- Appoint committee chairs and monitor their initiatives.
- Present grievances to the Board of Directors for review

Vice President:

The Vice President works to support the President, and will fulfill the duties of the President in his absence. The Vice President aids all board members and committees with their tasks, as well as assisting with communication to the general association.

Job Description:

- Review, understand, and evaluate the association's
 - Articles of incorporation
 - Bylaws
 - Policies & procedures
 - Governing rules and regulations
- Preside over board meetings in absence of the President.
- Lead and/or attend committee meetings as needed.
- Plan, develop, and enforce club policies and bylaws
- Identify candidates to serve in leadership roles.
- Oversee volunteer recruitment and retention.

Secretary:

The Secretary maintains the administrative process of the organization. Their primary role includes being the focal point of communication to and from the board and its entire membership as well as being a thorough and accurate record keeper.

Job Description:

- Act as main point of contact between association membership and Board of Directors.
- Communicate upcoming meeting schedule.
- Distribute board meeting agenda no less than 7 days prior to the board meeting.
- Distribute previous meeting minutes at least 48 prior to every meeting.
- Keep minutes at all board meetings and other meetings as needed.
- Ensure up-to-date bylaws and policies are distributed to the Board.

Treasurer:

The Treasurer is the principal financial officer for the association, and is thereby a member of the executive committee and a voting board member. Duties include overseeing the financial management and reporting for the association. The Treasurer drafts and presents an annual budget to the board, prepares the treasurer's report for the scheduled board meetings and oversees the financial transactions on behalf of the board.

Job Description:

- Responsible for keeping financial records, managing bank accounts, and accounts payable and receivable.
- Ensure proper paperwork is filed with the IRS and state:
 - Taxpayer ID (Employer Identification Number)
 - 501c(3) tax exempt status
 - IRS 990
 - Incorporation
 - 1099 & W2
- Work with board to establish and implement an annual budget.
- Track revenue and expenses associated with operating the association.
- Provide documentation and verbal reports to the full board regarding the association's financial status.
- Work with the Marketing and Fundraising Coordinators to project annual revenues

Vice President of Facilities:

The Vice President of Facilities is responsible for making sure that the building and services meet the needs of the association. Duties include overseeing maintenance and upkeep both in the building and around the property.

Job Description:

- Maintain upkeep of building to meet the needs of the association.
- Work with the Board of Directors to establish an annual budget.
- Present building needs and improvements to the Board of Directors monthly.
- Responsible for keeping records of building expenses regarding upkeep.
- Project long term goals and anticipate needs of the facility and program.
- Chair or oversee a committee of members to assist with facility needs.
- Keep essential equipment, such as the Zamboni in working order.

Registrar

The Registrar is one of the most important roles for a local association because the individual is responsible for managing an associations online USA Hockey Registry.

Job Descriptions:

- Create and maintain an active membership list within USA Hockey's online Registry.
- Create and manage team rosters within USA Hockey's online Registry.
- Ensure the rosters meet Affiliate, District, and USA Hockey registration requirements.
- Ensure that all members adhere to all requirements.
- Duties include record keeping, date of birth and citizenship verification, creating and updating rosters, etc.
- Communicate effectively with association leadership.

Hockey Development Coordinator

The HDC is an experienced individual with a strong coaching background who serves as the administrative link to USA Hockey and its Coaching Education Program (CEP). In this role, the HDC organizes and manages CEP requirements, assist the local association in the development of a well-trained coaching staff, promote parent education, and provide clear goals and objectives for player skill development.

Job Description:

- Implement the on and off ice developmental guidelines and training priorities of the ADM at each age and skill level.
- Work with the Board of Directors to assign coaches to appropriate teams by matching candidates to teams by their qualifications and certifications.
- Facilitate monthly coaching meetings.
- Coordinate with coaching staff on completing appropriate USA Hockey certifications:
 - Coaching Education Program level
 - Age-specific module training
 - Background screening
 - Safe Sport training
- Coordinate tryout process and clearly define the selection process.
- Attend and evaluate skills sessions, practices, and games for all levels of play.
- Act as the main conduit between the hockey program and its board, coaches, and parents.
- Work with referees to develop and improve their abilities at our association.

Concessions Manager

The Concession Manager is in charge of stocking the concession stand in preparation for events at the rink. The manager will decide what items to offer and set the price of these items. The Concession Manager will work closely with the Volunteer Director and Treasurer.

Job Description:

- Work with area vendors to stock shelves with needed items.
- Keep record of expenses and revenue and be able to present these reports to the Board of Directors if needed.
- Work closely with the Treasurer monthly to reconcile bills and revenue.
- Work with the Volunteer Director to be sure concession stand DIBS are being filled.
- Maintain written procedures to run the concession stand, specifically opening and closing.
- Train new members on how to run the concession stand.
- Decide what food will be offered at tournament and off ice events.
- Communicate with individuals requesting birthday parties during open skates to confirm dates and relay needs to the concession stand volunteers.

Marketing Director

The Marketing Director is responsible for the design and management of the Association's website and social media pages. This individual also needs to work to promote the growth youth hockey program as well as the association's goals.

Job Description:

- Create and administer pages on the website via the online site administration tools provided by the website host.
- Work with the Registrar and Treasurer to facilitate online registration.
- Manage the social media presence of the association.
- Chair a committee to promote and growth the youth hockey program.
- Manage the Signage program at the rink and facilitate annual renewals.

Non Voting Directors

Ice Scheduler

The Ice Scheduler shall be responsible for the distribution and sales of ice. The Ice Scheduler shall coordinate with the Hockey Development Coordinator, board members, and coaches to develop practice and game schedules.

Job Description:

- Create practice and game schedules for the season in cooperation with the HDC.
- Promote the sales of unused ice to area associations as a means of revenue.
- Work with the Tournament Director to schedule tournaments well in advance.
- Schedule weekly open skate times on recommendations of the Board of Directors.

Fundraiser Director

The Fundraiser Coordinator is responsible to organize volunteer members for various events that are in place to make income for the association. In addition, the director works with the Board of Directors to create the fundraiser options members choose during the registration process to offset member fees.

Job Description:

- Implement fundraising options for members to offset their hockey fees.
- Oversee this fundraising options to ensure their success.
- Appoint and work with chairs for major fundraising events including Wreath and Tree sales, Cheese Days Chase, and Kentucky Derby.
- Work with a committee to create annual events to raise money for the association.

Tournament Director

The Tournament Director's responsibilities is to organize tournaments at the appropriate levels for the associations. This is done in conjunction with the HDC and coaching staff.

Job Description:

- With the HDC and Ice Scheduler, set dates and create registrations to promote tournaments.
- Create flyers, shirts and other tournament materials needed for the event.
- Promote these tournaments to area associations to encourage teams to attend.
- Work to create uniqueness with tournament offerings to bring in a large number of teams.
- Plan gift baskets, raffles, silent auctions, etc. with team managers to raise additional revenue.
- Work with the Concessions Manager to be prepared for the upcoming tournament.
- Provide Volunteer Coordinator with jobs needed to be filled by members.

Social Activities Director

The Social Activities Director is in charge of social events at the association. This includes events during open skate as well as the annual banquet. Duties also include welcoming new families to the association and providing appropriate information to new members.

Job Description:

- Organize holiday open skates to increase revenue and promote the rink.
- Plan the annual banquet including food, venue, etc with the help of the Board of Directors.
- Establish an orientation for new families to provide useful information to new members.

Volunteer Director

The Volunteer Director is mainly in charge of the volunteer program or DIBS. The director adds DIBS to the website and monitors volunteer hours needed at the rink. The individual works closely with the Facility Director, Concessions Manager, Ice Scheduler, and Board of Directors.

Job Description:

- Enter DIBS into the website for availability to members.
- Monitor DIBS to ensure volunteer needs are met for the association.
- Communicate weekly with volunteers on their upcoming responsibilities.
- Present volunteers needs to the Board of Directors.