

Board of Directors and Coordinators Job Descriptions

The administration and management of all **Hastings Hockey Boosters** programs, procedures and activities is the responsibility of the **Hastings Hockey** Board of Directors. If you have been elected to one of these volunteer positions it is important that you fulfill your duties and responsibilities. These responsibilities include but are not limited to:

- Serve the entire **Hastings Hockey Boosters** membership fairly without prejudice for any one participant.
- Take the initiative when accepting a director position to fully understand your responsibilities and the time frames in which your tasks need to be done.
- Understand which decisions other directors make that will impact you and which of your decisions impact others.
- Attend all HHB Membership and Board Meetings.
- Be prepared for all meetings. Review the agenda, meeting minutes, financial statements and any other information found in your information packet before the meeting.
- Be supportive of other Board members and Board decisions.
- Communicate policies and procedures to all **Hastings Hockey Boosters** participants.
- Encourage members to get involved in the **decision-making** process.
- Solicit volunteers to help you complete the tasks assigned to you.

President

The president shall preside at all general membership meetings and meetings of the Board. He/she shall take direct charge and assume responsibility in the supervision of the business and the direction of the organization. He/she shall have the power to form new committees that may from time to time be authorized by the Board and become necessary in the execution of his/her duty as president. He/she shall be ex-officio member of all standing committees. In the event of a deadlock in the voting by any committee or the Board, he/she shall have the power to cast the deciding vote. In general, the president shall perform all duties usually incident to the office of president. The president of the HHB shall also have the power of signature on any and all checking and savings accounts in the name of HHB.

Vice President

The vice president shall have such power and perform such duties as may be specified by the president. He/she should become familiar with the various standing committees and offices of this organization. He/she should become familiar with the rules and regulations of HHB, USA Hockey, Roberts Rules of Order, District 8 and Minnesota Hockey. If for any reason the President cannot fulfill his/her duties, the vice president shall succeed to and perform the duties of the president. The vice president shall be this organization's representative to District 8 and the ice scheduler.

Treasurer

The treasurer shall keep accurate financial records for the corporation. Deposit money, drafts and checks in the name of the HHB. Endorse for deposit, checks and drafts received by the corporation as authorized by the Board, making proper vouchers for the deposit. Disburse funds and issue checks and drafts in the name of the corporation, as authorized by the Board. Provide a monthly account of transactions and of the financial condition of the corporation. The treasurer is also responsible for the overall compilation of the annual budget. The treasurer will cooperate with and provide documentation and records for the annual tax return and financial review as necessary.

Secretary

The secretary shall attend all board meetings. He/she will prepare and distribute agendas and minutes and upload them to the Hastings Hockey website. He/she will be responsible for posting miscellaneous announcements/pictures to the website/Facebook page and/or send emails to membership. He/she will be responsible for the maintenance of the handbook for annual revision. He/she will also be responsible for coordination of letters of intent and ballots for elections.

Level Directors

Level Directors responsibilities include but are not limited to: (i) budget preparation; (ii) assisting with coach selections; (iii) coordinating registration; (iv) tournament registration; (v) finalization of team sizes; (vi) coordinating tryouts; (vii) oversee coaching certifications; (viii) conduct coach/manager policy meeting; (ix) resolution of player/parent/coach conflicts; and (xi) overseeing all level activity.

Director of Hockey

The Director of Hockey responsibilities include but are not limited to: (i) budget preparations; (ii) leading coach recruitment and selection; (iii) creation and maintenance of the skills development plan; (iv) creation and maintenance of the coach development plan; (v) oversee coaching certifications of all levels; (vi) evaluation of coaches' practice plans; (vii) coordinating skill development for all levels; and (viii) coordinating preseason coach meeting.

Director of Operations

The Director of Operations responsibilities include but are not limited to: (i) preparation of the operations budget; (ii) inventory management and purchase of all HHB rental equipment and jerseys for travel and in-house teams as needed; and (iii) set up and coordinate in-house equipment distribution; (iv) purchase items for upcoming season (i.e. – practice/game pucks, puck bags, practice jerseys, travel and in-house team game socks; (v) coordinate and oversee dryland facility schedule; (vi) coordinate and oversee outdoor ice schedule.

Director of Revenue

The Revenue Director shall have responsibility for all organizational fundraising within the program. It shall be the duty of this director to investigate and research new ideas in the area of fundraising and to organize, promote and maintain the fundraising events that have already proven to be successful. The Revenue Director shall; (i) establish strategic fundraising programs for the hockey season; (ii) develop plans per fundraising program; (iii) direct and assure the execution of each fundraising program; (iv) leads sponsorship team to execute annual sponsorship program; **and (v) assures all compliant steps are followed in development of any fundraising program(s).**

Director of Volunteers

The Director of Volunteers responsibilities include but are not limited to: (i) assisting with board level budgeting; (ii) identifying/documenting volunteer opportunities; (iii) communication of volunteer opportunities; (iv) creation and maintenance of volunteer documents; (v) training of volunteers; (vi) providing assistance to team managers; (vii) creation and maintenance of team manager book; and (viii) coordination of the team manager meeting.

Gambling Manager

This is a paid position. The Gambling Manager is the person who oversees the day-to-day activities of the organization's gambling operation. The Gambling Manager must: (i) be licensed by the Minnesota Gambling Control Board; (ii) have a \$10,000 bond; (iii) have attended a Gambling Manager seminar and

passed a written test; and (iv) attend a continuing education class every calendar year. Other duties include but are not limited to:

1. Attending and presenting the current and budgeted income/expense figures at the monthly Hasting Hockey Association board meeting
2. Completing and filing monthly charitable gambling tax returns
3. Assuring that the organization is in compliance with all statutes and rules related to lawful gambling
4. Reviewing and monitoring the conduct of games
5. Supervising and disciplining gambling employees
6. Ensuring all receipts and disbursements have been properly accounted for in compliance with statute and rule requirements
7. Processing payroll and filing monthly, quarterly and annual taxes
8. Ensuring that all inventory records have been reconciled each month
9. Supervising all licensing and reporting requirements
10. Assuring that illegal gambling is not conducted at a permitted premise

Registrar

The Registrar will be responsible for coordination of team registration and team registration with USA Hockey.

Web Administrator

The web administrator will be responsible for: (i) website maintenance; (ii) registration page setup; (iii) website security privileges; and additional website needs as requested.

Apparel Coordinator

TBD

Goalie Coordinator

The goalie coordinator will be responsible for the coordinating and leading the goalie clinics.

Referee Coordinator

The referee coordinator will be responsible for: (i) the scheduling of D8, scrimmages, and tournament games; (ii) retention and recruitment of on ice officials; and (iii) the training and supervision of officials.

Sponsorship Coordinator

The sponsorship coordinator will be responsible for: (i) writing the sponsorship letter and updating the form; (ii) soliciting quotes for printing; (ii) preparing the letter and form for mass mailing(s); (iv) distributing the sponsorship request letter and form; (v) monitoring the P.O. Box for sponsorships; (vi) depositing checks and recording sponsorship information; (vii) communication with treasurer; (viii) maintaining the sponsorship website page; (x) sponsor ads management (tournament program); (xi) sign management.

Tournament Coordinator

The tournament coordinator will be responsible for leading the hosted tournaments and districts. He/she will also be responsible for the coordination of the golf tournament.