

Office of President

The President shall:

- Chairperson the coaches committee.
- Convene and preside over all regular and called special meetings.
- Be charged with the general management and supervision of the affairs and operations of PEHC.
- Be an ex officio member of all committees of PEHC.
- Oversee annual reports to the Board of Directors and General and Associate Members on the accomplishments of PEHC.
- Serve as a co-signatory on all checks disbursed by the organization.
- Serve as the official signatory for approval contracts and agreements.
- Perform such other duties as are prescribed by law and incident to such office.
- Represent the organization in the AT&T Hockey league or appoint a board member to attend in his/her absence.

Office of Vice President

The Vice President shall:

- Serve in the absence of the President or whenever the President is unable to serve.
- Serve as the co-signatory on all checks disbursed by the PEHC.
- Serve as Parliamentarian to review bylaws yearly.
- Oversee the summer hockey program.
- Chairperson for the Alcohol and Substance Abuse, and Safe Sport policies and programs.
- Chairperson for the grievance committee.

Office of Secretary

The Secretary shall:

- Maintain a written record of all proceedings and voting actions of the Board of Directors and maintain a permanent file of such records.
- Have a general charge of all organization files, records, and papers.
- Assist the President in the scheduling of meetings and provide notice of meetings.
- Perform other duties as are incident to such an office.
- Assist the Director of Communications

Office of Treasurer

The Treasurer shall:

- Be the custodian of all money, securities, and assets of the organization and make reports to the Board of Directors as may be requested concerning the financial position of PEHC.
- Present a report at each scheduled meeting (at least twice a year) on the financial status of PEHC.
- Be responsible for keeping records of receipts and disbursements of PEHC.
- Pay all bills approved by the Board.

- Deposit all monies or other things of value in the name and to the credit of PEHC in such bank or banks as the Board may approve from time to time.
- Prepare a year-end financial statement for presentation at the annual meeting of the organization.
- Be the signing officer on the organization's accounts, provided that in the Board's discretion, another Board member shall be designated as signing officer on the accounts, jointly with the Treasurer.
- Nominate an auditing committee on the request of the Board, to conduct an audit of the financial records of PEHC to be reviewed annually.
- Unless the Board of Directors determines that bonding is not available at reasonable cost, the Treasurer shall obtain a fidelity bond at the expense of the organization.

Office of Director of Team Development

The Director of Team Development shall:

- Be liaison between the Board of Directors and the Varsity, Junior Varsity teams, coaches, assistant coaches, managers and players.
- Be responsible to facilitate the voting of players from each team to represent and communicate players' opinions, needs and concerns to the Board of Directors.
- Oversee team managers in the registration process.
- Coordinate with team managers all ice time requirements and fee collections.
- Responsible for organization of tryouts and tryout camps.
- Chairperson for the Scholarship program.

Office of Director of Team Relations

The Director of Team Relations shall:

- Be responsible for all team jersey, wind suit and sock orders.
- Be responsible for fund raising activities and sponsorship efforts.
- Be responsible for all PEHC spirit wear, including submitting new items to the board for approval.

Office of Director of Communications

The Director of Communications shall:

- Be responsible for newspaper coverage, PEHC web site information, Social Media, and Coordination of Photography.
- Preparation from time to time, as directed by the Board, of any newsletter to be distributed to members.
- As directed by the Board, create programs for games and the information contained within, including the selling of ads.
- Responsible for providing information on team website and/or social media for the optional purchase of spirit items.
- Responsible for coordinating all yearbook ads & team photos.