



Hinsdale Central Hockey Club: Board Roles/Responsibilities*

1. **President** – Responsible for overall club operations including recruitment, liaison to all coaches, responsible for coaches' contracts, ice contract(s). Sits on coaches committee. Primary contact for all external board relationships, school, IL West, Hardship Fund etc. Sets all meetings and agendas.
2. **Treasurer/Locker Room Manager** – Monitors clubs finances, produces monthly financial statement for board review, develops budget with President, responsible for the filing of tax & organizational reporting to IRS, Illinois Attorney General and Secretary of State, Club Insurance. Gift purchases for coaches/staff. Responsible for reimbursement of all club expenses and collection of dues. Liaison to Hardship Fund. Oversees locker room maintenance/management.
3. **Secretary/Director Rules & Ethics/Website Mgmt** – Records minutes of board meetings/follow ups and posts those board minutes to the website within 21 days, communicate board meeting & club event dates to website and team managers. Responsible for fully understanding and enforcing all club bylaws. Manages Rules & Ethics communications/procedures. Manages all updates to website for the club, except ongoing team calendar changes made by team managers.
4. **Director, Registrar/Liaison for Team Mgrs** -Responsible for creation and management of registration of players for fall and spring. Manages rosters, AHAI and IL West coordination. Oversee all communication between the board and JV/V Team Managers.
5. **Director, Apparel and Equipment** - Responsible for all apparel and Club equipment including but not limited to, game jerseys, practice jerseys, socks, hockey bags, coaches apparel, pucks, water bottles, etc. Coordinates spirit wear sale events and swag for recruitment.
6. **Director, Club Events/Community Service** – Responsible for coordinating the organization of all Club events and community service activities. This would include such events as the Homecoming parade, oversees manager of team breakfasts, community service activities, senior night etc. The Director shall be responsible for assigning specific event leaders and coordinating with those leaders, including managing to a budget agreed with the Board.
7. **Director, Social Media, Recruitment** – Responsible for social media outreach which includes Twitter, Facebook and Instagram for communication to Club members. Manages and communicates needs to the social media assistant. Assist with implementing timely communication to enhance player experience and Club brand/visibility within the community. Responsible for working with President to establish outreach plan, and create game day photo/video expectations.
8. **Director, Fundraising:** responsible for organizing and executing fundraising activities consistent with achieving identified needs as part of the budgeting process. This includes both fundraising events as well as sponsorship activities. Coordinates with the Treasurer to maintain an active log of money raised and reports to the Board.
9. **Director, IL West Representative/Alumni Liaison/Security** - Attends and reports on monthly IL West league meetings. Liaison to Alumni for communication and events, such as the Alumni Skate. Coordinates security for games and events, as needed.
10. **Additional Committees/VP – Rules & Ethics, Coaches, Vice President** – 3 board members each committee. President serves on the Coaches committee, but no other committee. Secretary serves on Rules & Ethics committee. VP can be determined as an assistant to the President, combined with serving another of the above mentioned roles.

* Please note that the responsibilities of board members are not limited to the above mentioned summary statements. The board operations are fluid and the expectation is that all board members volunteer to assist in responsibilities not limited to those mentioned above.