



## Hinsdale Central Hockey Club: Board Roles

1. **President** – Sets Agenda, responsible for overall club operations, liaison to all coaches, responsible for coaches' contracts, ice contract(s) and relationship with school. Sits on coaches committee but does not participate on any other agreed committees.
2. **Treasurer** – Monitors clubs finances, produces monthly financial statement and distributes monthly to all board members, develops budget to recommend along with President, responsible for the filing of tax & organizational reporting to IRS, Illinois Attorney General and Secretary of State. Responsible for reimbursement of all club expenses and collection of dues.
3. **Vice President** - Assist president with their duties and function. Also responsible for public relations, acting as liaison to Hinsdale Central High School and other key community stakeholders. Support Director of Fundraising in their activities.
4. **Secretary** – Records minutes of board meetings and posts those board minutes to the website within 21 days, communicate board meeting & club event dates to webmaster and team managers. Responsible for fully understanding and enforcing all club bylaws.
5. **Director, IL West Representative** - Attends and reports on monthly IL West league meetings. Also responsible for coordinating all club responsibilities and leadership as it relates to the Winter Classic.
6. **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.
7. **Director, Club Events and Community Service** – Responsible for coordinating the organization of all Club events and community service activities. This would include such events as the Homecoming parade, 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.
8. **Director, Social Media and Game Experience** – Responsible for social media outreach which includes Twitter, Facebook and Instagram for communication to Club members. Assist with implementing timely communication to enhance player experience and Club brand within the community. Responsible for increasing visibility of the Club (i.e., posters). Responsible for working with coaches to establish and execute against game day video expectations.
9. **Director, Fundraising**: responsible for organizing and executing fundraising activities consistent with achieving identified need 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 out Reports out regularly to the Board.

10. **Chief of Staff:** non-voting Board member assigned by the President but agreed by a simple majority of the Board. The Chief of Staff is responsible for working on behalf of the President and the Board to ensure effective execution of all Club operations. This includes coordinating with the coaching staff, team managers, event chairs and other key club members. Directly supports all behind the scene operations such as locker room maintenance and cleaning, club paperwork and registrations (insurance, etc.), procurement of needed supplies, gifts, etc. Provides regular report out to the Board on status of club operations and any issues to be addressed. Works within a budget agreed by the Board.

11. **Committees** – Rules & Ethics and Coaches – 3 board members each

Key Non-Board Roles

- 12. Registrar (rosters/AHAI, IL West coordination)
- 13. Webmaster
- 14. Website manager
- 15. Managers (JV & Varsity)