



Position Descriptions

FVYHA BOARD OF DIRECTORS—ELECTED POSITIONS

FVYHA is a nonprofit organization managed by a Board of Directors which includes both elected and appointed members as determined by the Association's [bylaws](#) (Article V). *This document details the responsibilities and desired qualifications of the elected positions.*

There are four elected officers: President, Vice President, Secretary and Treasurer; four or more elected Age Directors; and three appointed positions: ACE (coaching) Director, IP (introductory program) Director and Fundraising Director. The total composition of the Board totals no more than thirteen individuals, all of whom must be current members of the Association. Board members are expected to represent the the Association in a positive manner at all times, put the Association's interests over that of any individual player, team, or age level, be capable of handling confidential information and engaging in difficult conversations, attend monthly meetings, and communicate in a timely manner. Every Board Officer and Director must be a registered member of USA Hockey, successfully pass background screening, and complete SafeSport Training.

January 2017

A. Elected Officers

PRESIDENT

The President serves a two-year term and is elected in even-numbered years.

Responsibilities:

- The President is responsible for the general management of the business of the Association and general supervision of other officers. See Article VI, Section 3 of the [bylaws](#).
- The President represents the Association at WAHA Region and District meetings and USA Hockey functions, at meetings of other associations, and at rink-management board meetings. The President may appoint a representative of the Board of Directors to such meetings in his/her absence.
- The President works with the Scheduler to secure sufficient ice time for all teams registered with the Association and signs the ice contracts with rink management.

Contracts and all major expenditures require Board approval; all checks require the signature of the President and the Vice President.

- The President serves as the USA Hockey SafeSport Coordinator for the Association.
- The President serves *ex officio* as a member of all Association committees, and coordinates with all Board members to assure smooth and continuous communication between the Board and the membership.
- The President oversees and works collaboratively with the volunteer, fundraising, sponsorship, and public relations coordinators to manage intra- and extra-community relationships.
- The President supports the Association's efforts for organic growth and increased visibility of the Association and youth hockey within the community.
- The President has the power to interpret Board policy and rule on situations arising from emergencies until such time as the Board of Directors may act upon them.
- The President has the authority to suspend any coach, manager, parent or player, temporarily, for conduct detrimental to hockey, either on or off the ice until the matter can be reviewed by the conduct review committee.
- The President appoints a Nominating Committee in January to seek qualified nominees for the election of Officers and Directors at the Annual Meeting.
- The President may vote in Board matters only in the event of a tie.

Desired Qualifications

- Strong leadership ability
- High standards of moral and ethical conduct
- High-energy and passionate about the success of the Association
- Extremely well-organized
- Excellent communication skills, in person, in writing, and by e-mail
- Able to build and maintain relationships with members, coaches, donors, and the community
- Ability to listen and apply other's opinions in the decision-making process
- Efficient planning skills with a consistent commitment to following through on tasks
- Superior problem-solving skills
- Desire to focus on, understand, and cultivate the growth of the Association
- Comfortable with delegating
- Ability to understand financial reports
- Strong belief in and understanding of USA Hockey's age-appropriate player-development recommendations and the American Development Model

VICE PRESIDENT

The Vice President serves a two-year term and is elected in odd-numbered years.

Responsibilities:

- In the absence of the President, the Vice President has the authority to exercise all duties and powers of the President. See Article VI, Section 4 of the [bylaws](#).
- The Vice President serves as the Chair of the Operations Committee, which coordinates the planning, budget and activities necessary to support Association programs.

- The Vice President regularly reports on operations at Board meetings.
- The Vice President has direct oversight and supervision of the Scheduler, ACE Director, Equipment Manager and the Tournament Director.
- The Vice President fulfills other tasks assigned by the Association President or Board as necessary.
- The Vice President may vote on all board matters.

Desired Qualifications

- Strong leadership ability
- High standards of moral and ethical conduct
- High-energy and passionate about the success of the Association
- Extremely well-organized
- Excellent communication skills, in person, in writing, and by e-mail
- Able to build and maintain relationships with members, coaches, donors, and the community

SECRETARY

The Secretary serves a two-year term and is elected in odd-numbered years.

Responsibilities:

- The Secretary keeps the minutes of all meetings of the Board of Directors, and attends to all notices in accordance with the bylaws, and as required by law. See Article VI, Section 5 of the [bylaws](#).
- The Secretary posts the minutes and the agenda to the website prior to Board of Directors meetings.
- The Secretary attends all board, executive and other meetings as requested
- The Secretary records and manages minutes from those at all board, executive board and other meetings as requested.
- The Secretary distributes board meeting agendas and the previous meeting's minutes in a timely manner.
- The Secretary provides for the organization of all documents relating to the Association and any administrative activities.
- The Secretary oversees the Website Administrator, the Picture Coordinator, and the Parade Coordinator, and performs other duties assigned by the President or the Board.
- The Secretary aids the President in assuring prompt communication with the membership.
- The Secretary may vote on all board matters.

Desired Qualifications

- Very strong and efficient organizational skills
- Effective communication skills in all mediums
- High standards of moral and ethical conduct
- High-energy and passionate about the success of the Association and youth hockey
- Ability to capture key discussion points in a clear and concise manner
- Detail-oriented and deadline-focused

- A working knowledge the Google suite of business applications (docs, sheets, drive, gmail, etc.)

TREASURER

The Treasurer serves a two-year term and is elected in even-numbered years.

Responsibilities:

- The Treasurer is the custodian of Association funds and is responsible for the accurate accounting for receipts and disbursements in books belonging to the Association. See Article VI, Section 6 of the [bylaws](#).
- The Treasurer assists the Vice President and the Operations Committee as they prepare the budget for the upcoming season.
- The Treasurer communicates with the Sponsorship Coordinator and Fundraising Director to forecast projected essential or ancillary revenues.
- The Treasurer finalizes and presents the annual budget for review and approval by the Board. The Treasurer serves as Chair of a Budget and Finance Committee, as needed.
- The Treasurer submits monthly financial statements for the regularly scheduled meetings of the Board of Directors and an annual financial report at the Annual Meeting of Members.
- The Treasurer reviews accounting controls to oversee all offices and officers responsible for handling Association funds and suggests revisions, subject to Board approval.
- He or she also annually updates and presents for Board approval FVYHA financial policies and procedures.
- The Treasurer ensures that all insurance matters for the Association are current.
- The Treasurer ensures that the Association is a tax-exempt, nonprofit corporation, and complies with all governmental rules and regulations.
- The Treasurer files proper paperwork with the IRS and the State of Wisconsin to help the Association secure:
 - Taxpayer ID (Employer Identification Number)
 - Incorporation
 - 1099s & W-2s
 - 501c(3) tax-exempt status
 - Form 990
- The Treasurer works with the Registrar to collect registration fees as determined by the Board of Directors, and establishes accounting controls for billing and collecting for registration fees and fundraising monies from the membership.
- Together with the Registrar, the Treasurer ensures that all members are current in their financial obligations to The Association.
- The Treasurer, with the approval of the President, can arrange for special payment terms.
- The Treasurer collaborates with the President to supervise fundraising and sponsorship coordinators and directly communicates with the SCRIP coordinator.
- The Treasurer may vote on all board matters.

Desired Qualifications

- Experience in preparing and overseeing financial documents
- A strong belief in youth hockey
- High standards of moral and ethical conduct
- Extremely well-organized
- Good communication skills in person, in writing, and by email
- High-energy and passionate about the success of the Association
- Efficient planner with a commitment to following through on tasks
- Recommended: four-year degree in Business Administration, Accounting, Finance, or related field, or equivalent professional experience

B. Elected Directors

REGISTRAR

The Registrar serves a two-year term and is elected in odd-numbered years. See Article V, Section 11 of the [bylaws](#).

Responsibilities:

- The Registrar completes the registration process by claiming player, coach and volunteer memberships on the official USA Hockey registry.
- The Registrar recommends and submits for approval by the Board of Directors, rules and regulations covering the registration for players with the Association consistent with the bylaws and with WAHA or USA Hockey rules and regulations.
- The Registrar manages on-line registration and tracks the submission of required USA Hockey and WAHA player documentation.
- The Registrar works with the Treasurer to bill families at time of registration.
- The Registrar creates and manage updates for team rosters.
- The Registrar works with team managers, coaches and program coordinators to collect necessary participation documentation
 - Birth certificates
 - Codes of conduct
 - Consent-to-treat forms
 - Concussion information
- The Registrar works with the Age Directors and the President to ensure Association compliance with documentation reporting on the above forms.
- The Registrar monitors all coaches', Association leadership's and volunteers' completion of SafeSport Training and background-screening requirements
- The Registrar works with the ACE Director and Association leadership to ensure coaches receive their required Coaching Education Program training and corresponding age-specific modules
- The Registrar ensures that registration and team-structure requirements of the local Affiliate, District and USA Hockey are met prior to deadlines.
- The Registrar runs membership reports for Association leadership as needed.

- The Registrar works with the Treasurer, Fundraising Coordinator, and Scrip Coordinator to accurately calculate and track billing records of registered members.
- The Registrar works closely with the Board to track and help drive player retention and acquisition.
- The Registrar may vote on all board matters.

Desired Qualifications

- Strong and efficient organizational skills
- Effective communication and interpersonal skills
- High standards of moral and ethical conduct
- High-energy and passionate about the success of the Association and youth hockey
- Detail-oriented and deadline-focused
- Comfortable navigating spreadsheets and mastering the portal-based USA Hockey Registry

AGE DIRECTORS

The Age Directors administer the age groups as designated below. Each Age Director is elected by the membership in their respective division and serves a one-year term.

U6 Mite	Skaters 6 and under*
U8 Mite	Skaters 8 and under*
U10 Squirt	Skaters ages 9–10 years
U12 Peewee	Skaters ages 11–12 years
U14 Bantam	Skaters ages 13–14 years

**U6 and U8 may be directed by one individual or two depending on the size of the Mite program in a given year.*

Responsibilities:

- Age Directors represent all the parents and players in their respective divisions and act as a liaison to the Board of Directors.
- Age Directors are responsible for the general management of the business of their respective age divisions in accordance with the bylaws and the rules and regulations of the Association.
- Age Directors coordinate with the Operations Committee and Vice President to ensure that they budget for division needs and work with the equipment manager to propose purchases or allocation of equipment as needed.
- Age Directors are an integral part of Association growth and retention efforts.
- Age Directors work to recruit and retain membership over the off season and provide a forecast of the number of players in their division to the budget committee.
- Age Directors work with the Operations Committee to coordinate off-season programming and tryouts for the season.
- Age Directors assist the Coaching Committee in its efforts to recruit and select coaches for all teams in their division and address any issue concerning teams and coaches in their respective division.
- Age Directors assist with tryout logistics in their age group.

- Age Directors ensure that each team selects a Team Manager and provide the Team Managers with appropriate direction.
- Age Directors work directly with managers, coaches, the ACE Director and the Registrar to ensure each team in their respective divisions is properly registered with WAHA.
- Age Directors work with the Scheduler as necessary in scheduling practices and games for all teams registered within the division and for all board-approved tournaments for the division.
- Age Directors inform the President of all potential disciplinary situations arising from the actions of players, coaches, or parents; and work to resolve problems and interpret rules that arise from issues and/or emergencies within their division that are not provided for in the bylaws of the Association or in the rules and regulations, until such time as they may be acted upon by the President.
- Age Directors may be asked to serve on a Conduct Review Committee.
- Age Directors communicate with managers, coaches and parents of each team within the division concerning all current matters pertaining to the age group including communications from WAHA, USA Hockey, and the Board of Directors.
- Each Age Director may vote on all board matters.

Desired Qualifications:

- Excellent organizational, communication (oral and written), problem-solving, listening and interpersonal skills
 - Ability to maintain confidentiality on sensitive membership information and complaint details
 - Capacity to be objective and compassionate
 - High standards of moral and ethical conduct
 - Efficient at planning with a commitment to following through on tasks
 - Positive attitude and strong work ethic
 - High-energy and passionate about the success of the Association and youth hockey
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