

Chaska Chanhassen Hockey Association

Executive Board Position Description

Position: Vice President -- Hockey Operations

Term: Elected 2 year

Position Description: Member of the Executive Committee. Vice President – Hockey Operations shall be the primary Executive Committee liaison with the Hockey Development Committee, High School hockey coaches, and serve as the CCHA’s representative to District 6, including at the District 6 monthly board meetings. Be a sought after, positive resource and leader for the CCHA BOD.

Stipend: Yes

Time Commitment: 10 hr/month

History Folder: No

Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
Ongoing/ Monthly	<ul style="list-style-type: none"> Member of Executive Committee of the Board Board liaison to the Hockey Development Committees and thereby the Board’s main representative in the Tryout/Player Placement Process and Coach Selection Process CCHA’s representative at the D6 Meetings Manage issues that arise with all hockey operations Chairperson of the Grievance & Disciplinary Committee 	<ul style="list-style-type: none"> Manage the annual updates to the CCHA Operating Policy Handbook (the “Handbook”) Responsible for knowing and ensuring the CCHA’s compliance with USA Hockey, Minnesota Hockey, District 6 and CCHA bylaws, rules, policies and procedures. Hear member grievances and disciplinary matters involving parents, players and coaches as needed. Interview and recommend to the board members of the BHDC and the GHDC.
January	<ul style="list-style-type: none"> Attend D6 Meeting Attend board meeting Attend HDC meetings 	<ul style="list-style-type: none"> Lead Grievance & Disciplinary Committee
February	<ul style="list-style-type: none"> Attend D6 Meeting Attend board meeting Attend HDC meetings 	<ul style="list-style-type: none"> Lead Grievance & Disciplinary Committee
March	<ul style="list-style-type: none"> Identify expiring terms for HDC members, identify new candidates as needed, call for interest from the membership, form committee to interview candidates and make recommendations to the board. Attend board meeting Attend HDC meetings Solicit parent feedback on coaches and coaches’ feedback on parents 	<ul style="list-style-type: none"> Lead Grievance & Disciplinary Committee Perform timely, detailed role transition to incoming elected CCHA members.
April	<ul style="list-style-type: none"> Seat new HDC members and attend HDC meetings. Attend board meeting Attend HDC meetings 	<ul style="list-style-type: none"> Attend StormHawk Awards
May	<ul style="list-style-type: none"> Attend board meeting Attend HDC meetings & start planning tryouts Solicit edits to Handbook from board members 	<ul style="list-style-type: none"> Meet with Executive Committee to set current year priorities.
June	<ul style="list-style-type: none"> Attend board meeting Attend HDC meetings 	<ul style="list-style-type: none"> Approve budget
July	<ul style="list-style-type: none"> Initiate and oversee annual coaches application process Attend board meeting Attend HDC meetings 	

August	<ul style="list-style-type: none"> • Attend D6 meeting • Attend board meeting • Attend HDC meetings 	<ul style="list-style-type: none"> • Lead Preseason Coaches meetings
September	<ul style="list-style-type: none"> • Attend D6 Meeting • Lead coaches meetings • Participate in and attend all levels of Tryouts • Attend board meeting • Attend HDC meetings 	<ul style="list-style-type: none"> • Participate in level Parent meetings as needed
October	<ul style="list-style-type: none"> • Attend D6 Meeting • Participate in and attend all level of Tryouts • Attend board meeting • Attend HDC meetings 	<ul style="list-style-type: none"> • Participate in level Parent meetings as needed • Lead Grievance & Disciplinary Committee
November	<ul style="list-style-type: none"> • Attend D6 Meeting • Attend board meeting • Attend HDC meetings 	<ul style="list-style-type: none"> • Lead Grievance & Disciplinary Committee
December	<ul style="list-style-type: none"> • Attend D6 Meeting • Attend board meeting • Attend HDC meetings 	<ul style="list-style-type: none"> • Lead Grievance & Disciplinary Committee

Chaska Chanhassen Hockey Association

Executive Board Position Description

Position: Secretary

Term: Elected 2 year

Position Description: Member of the Executive Committee. Records and distributing monthly meeting notes. Be visible, network, communicate, and actively seek parent feedback on the current hockey year. Be a sought after, positive resource and leader for the CCHA BOD.

Stipend: Yes

Time Commitment: 10 hr/month

History Folder: Yes

Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
Ongoing/ Monthly	<ul style="list-style-type: none"> • Member of Executive Committee of the Board • Participate as a member of budget committee • Maintain the CCHA permanent file and annual calendar • Give notice of all meetings to Directors serving on the Board • Responsible for official CCHA communications including website and email communications • CCHA brand steward 	<ul style="list-style-type: none"> • Record minutes at meetings of the Board of Directors and shall disseminate copies to Board members prior to the meeting • Initiate and oversee annual registration process • Prepare and receive correspondence and other written tasks on behalf of the President • Provide input on member communication letters
January	<ul style="list-style-type: none"> • Attend board Meeting 	
February	<ul style="list-style-type: none"> • Attend board Meeting 	
March	<ul style="list-style-type: none"> • Attend board Meeting 	<ul style="list-style-type: none"> • Perform timely, detailed role transition to incoming elected CCHA members.
April	<ul style="list-style-type: none"> • Attend StormHawk Awards • Attend board meeting 	
May	<ul style="list-style-type: none"> • Initiate and oversee annual registration process • Attend board meeting 	<ul style="list-style-type: none"> • Meet with Executive Committee to set current year priorities.
June	<ul style="list-style-type: none"> • Attend board meeting 	<ul style="list-style-type: none"> • Approve budget
July	<ul style="list-style-type: none"> • Attend board Meeting 	<ul style="list-style-type: none"> • Attend CCHA Golf Tournament
August	<ul style="list-style-type: none"> • Attend board meeting 	<ul style="list-style-type: none"> •
September	<ul style="list-style-type: none"> • Participate in level Parent meetings as needed • Attend board meeting 	
October	<ul style="list-style-type: none"> • Participate in level Parent meetings as needed • Attend board meeting 	
November	<ul style="list-style-type: none"> • Attend board Meeting 	<ul style="list-style-type: none"> • Assist at the Brick City Tournament as needed
December	<ul style="list-style-type: none"> • Attend board Meeting 	

Chaska Chanhassen Hockey Association

Board Position Description

Position: All Commissioners – 8 positions / levels

Term: Elected 2 year

Position Description: A voting member on the Board. Coordinate all level specific activity for the CCHA. Serve as the communication liaison between the parents and the Board. Resolve any parent issues. Be visible, communicate, and coordinate resources needed for level specific activities. Specific level activity called out below.

Stipend: Yes

Time Commitment: 5 hr/month

History Folder: Yes

Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
Ongoing/ Monthly	<ul style="list-style-type: none"> Attend all monthly board meetings Be knowledgeable on USA, MN and District6 rules and updated changes Continue to update and address CCHA policies and procedures 	<ul style="list-style-type: none"> Provide update at monthly BOD meetings. Manage level area on the web Uphold the Parent / Player Code of Conduct Assist Event Directors as needed Promote Level Events on the Web
January	<ul style="list-style-type: none"> Midseason check-in with coaches and team managers. Push mid season verbal parent/player evaluations and promote year end Coach evaluations 	<ul style="list-style-type: none"> Mite / Lower U – Coordinate Jamboree Directors and previous year transition
February	<ul style="list-style-type: none"> Recruit members for commissioner role, as needed 	<ul style="list-style-type: none"> Provide updates for year ending tournaments to the web master
March	<ul style="list-style-type: none"> Send season ending email to coaches and team managers asking for overall record, Dist 6 record, and tournament record/results. Send reminder to team managers re: jersey and team equipment turn in to equipment managers. 	<ul style="list-style-type: none"> Provide updates for year ending tournaments to the web master Mite, Lower U – Attend, assist, recruit at Jamboree Upper Levels – when possible attend year end tournaments in a show of support
April	<ul style="list-style-type: none"> Assist with new electee transition as required 	<ul style="list-style-type: none"> Attend StormHawk Awards
May	<ul style="list-style-type: none"> Upper - Start to identify Tournaments posted in various publications, utilize last year's feedback 	<ul style="list-style-type: none"> Mite – begin jersey sponsor drive
June	<ul style="list-style-type: none"> Review/start registering for Tournaments, create spreadsheet per level 	<ul style="list-style-type: none"> Attend and promote annual Golf Tournament fundraiser Provide new equipment request for budget Review and approve budget
July	<ul style="list-style-type: none"> Review prelim player registrations data Upper - Complete and confirm tournament sign ups. 	<ul style="list-style-type: none"> Discuss numbers, co-ops move ups etc Mite – recommend new on ice program changes and adds using ADM. Recruit module leaders Mite and U – Review programs for synergies with VP
August	<ul style="list-style-type: none"> Upper - Confirm with Tournament Directors if all teams are registered 	<ul style="list-style-type: none"> Construct and update email group lists with registered players Work with Ice Coordinator on pre-season clinic scheduling Meet with HDC level rep to discuss tryouts, work, player move up. play downs w HDC
September	<ul style="list-style-type: none"> Start Tryout prep, meet with HDC level rep Work with Accounting on any registration and payment issues Recruit for high level of participation 	<ul style="list-style-type: none"> Coach Applications: Review prior to tryouts with the Tryout Team and HDC specifically. Distribute Coach Cert Requirements from USA Hockey and CCHA Policy to coaches.

		<ul style="list-style-type: none"> • Participate if needed in the ICE Draw process • Mite – Promote program at public schools and add an ad in CCC Quarterly book • U levels – Coordinate all level numbers, HS and co-op possibilities • Bantam – Coordinate numbers w HS coaches, HDC and Tryout Team • Jr. Gold – finalize sponsorships and calculate uniform needs
October	<ul style="list-style-type: none"> • Conduct Parent meeting for level • Assist, review and vote on coach and team assignments • Review placement with parents as required • Reinforce player and parent code of conduct • Supervise, attend level tryout evaluations 	<ul style="list-style-type: none"> • Confirm registered players have submitted volunteer checks/fee. Assist Accounting • Coordinate equipment distribution w Mgr • Assist in Team Manager kick off meetings and web site pages • Squirt – complete all goalie / skater goalie intentions forms. Meet with Brick City Tournament Directors • Jr. Gold – Coordinate team composition with HS coaches and players
November	<ul style="list-style-type: none"> • Network at the rink, reach out to coaches and team managers for feedback for each team 	<ul style="list-style-type: none"> • Drive coaches to completion on Cert. requirements. • Mite/Lower Girls – Attend Ice Draw as needed • Squirt – Assist with Brick City Tournament
December		<ul style="list-style-type: none"> • Assist Registrar as required to drive coaches for completion on Cert requirements. • Jr. Gold – Coaches to attend Metro training