# Title: District 3 Representative

Role: Board Member Election/Appointment: Elected
Voting Status: Voting

Term: Three years

Compensation: Full volunteer hours

**Description:** The District Three Representatives represents MWHA at the District level

and communicates District and Minnesota Hockey information back to the association.

**Position mandatory requirements:**

* Must attend MWHA Board of Directors (BOD) meetings held on the third Monday of the month
* Must attend District 3 meetings held on the second Wednesday of the month
* Must attend District 3 grievance hearings on a rotation with other District 3 association representatives
* Provide the MWHA BOD with pertinent information stemming from District 3 meetings.
* Represent MWHA and its interests at all District 3 meetings and proceedings
* Act as primary liaison between MWHA and District 3
* Partner with the MWHA registrar as needed to ensure all MN Hockey/USA Hockey team registrations and fees
* Partner with the MWHA Registrar regarding player eligibility and waivers as necessary
* Assist travel team managers if needed, with reporting of league game scores to District 3
* Partner with the MWHA Tournament Director, MWHA Volunteer Director, MWHA Ice Scheduler, District 3, and Rink Management to oversee all aspects of the annual year end District 3 Tournaments hosted by MWHA.
* Must maintain position files and documents per the position document standards
* Upon the end of the term or earlier, transition your role to your successor.

**Desired Skills:**

* Strong communication skills
* Strong organization skills, good with numbers
* Ability to work with individuals throughout the organization
* Computer skills; e-mail access
* Positive, helpful attitude
* Ability to attend the monthly meetings and do work between meetings