

The purpose of the PYHA Board of Directors includes developing the organization's policies, ensuring that operations abide by relevant laws and regulations and making sure that any decisions or actions align with the interests of all PYHA members. The Board of Directors also works closely with the arena manager, arena staff, and Hockey Development Committee to utilize their expert knowledge and suggestions to make operational, financial and hockey development related decisions. The Board of Directors reviews financial and gambling reports monthly to assess the financial sustainability of the organization to make effective management decisions while maintaining adequate resources for the nonprofit.

The ideal candidate will possess the following skills:

- The ability to collaborate as part of a team
- Public speaking (Will need to speak with community members, city officials, and vendors)
- Conflict resolution
- Knowledge of PYHA, District 10, Minnesota Hockey, and USA Hockey rules and regulations.
- Excellent communication both written and verbal
- Proficiency in Microsoft Excel (.xls and .csv files) which includes creating DIBs templates to upload to the PYHA website and pulling reports. Most first year board members inherit the Volunteer/DIBs program as a responsibility.
- Proficiency in Google Drive which includes Gmail, the PYHA shared drive, Google docs, forms, and Google analytics.
- Grant writing
- Fielding calls throughout the year concerning the program
- Ability to volunteer multiple hours throughout the month

Directors can expect to volunteer close to 15 hours per month in the form of monthly board meetings, email chains, supervising tournaments, jamborees, and tryouts, overseeing committees, and helping with special events for both PYHA and Princeton Ice Arena. Executive Board Members (President, Vice President, Treasurer, and Secretary) should expect to contribute 25-30 hours or more per month with additional

responsibilities including practice scheduling, financial obligations, audits, disciplinary hearings, and day to day communication with arena manager regarding ice arena operations. These individuals will have communication daily with the arena manager, finance manager, and gambling manager.

The arena hosts many events throughout the year that bring in additional revenue that is vital for the association. Board members will take shifts throughout these events to handle information to visitors, assist arena staff, settle any disputes that may arise, and help cover unfulfilled volunteer hours. BOD must be available on these dates annually:

Peewee / Bantam Jamboree - Last full weekend in October

Mite Jamboree - Third weekend in January

Non-Advancing Districts - First two weekends in February and the week in between

Advancing Districts - Second and third weekends in February

Regions - Last weekend in Feb/First weekend in March

State - Second full weekend in March