

President (McMahon)

The president is the lead volunteer for the association. They are elected by, and accountable to, the association's board of directors. The individual presides over the board to ensure the association operates to achieve its mission and goals. A successful candidate in this role will work in conjunction with the board to oversee an association's overall health and direction.

Job Description

- Review, understand, and evaluate the association's:
 - Articles of incorporation
 - Bylaws
 - Policies & procedures
 - Governing rules and regulations
- Preside over board meetings, including setting agendas and dates
- Oversee the affairs of all elements of the association including, but not limited to: fundraising, negotiating contracts, financial health, strategic planning, and goal setting
- Work closely with the Treasurer and financial committee to develop and establish an annual budget, and subsequently aid with the monitoring of expenses and revenues
- Appoint committee chairs and leadership positions
- Monitor committees and board leadership on their initiatives
- Maintain focus on, and an understanding of, the growth of the association
- Support the implementation of age-appropriate programming and the American Development Model (ADM)
- Act as an association representative at the District and Affiliate level
- Delegate other duties as necessary within the scope of the association's bylaws
- Act as voting board member of AMHA

Qualifications

- Strong leadership ability
- Efficient organizational and administrative skills with a commitment to follow-through
- Objective and detail oriented
- Excellent communication (oral and written), problem solving and interpersonal skills
- Ability to build and maintain relationships with membership, donors, and the community
- Comfortable with delegating
- Ability to understand, keep record of and balance financial reports
- Passionate about the success of the association and youth hockey
- Based on Affiliate requirements, successfully pass a background screen
- It is encouraged to complete SafeSport Training

Treasurer (Spanier)

The Treasurer is the principal financial and accounting officer for the association and is thereby a member of the executive committee and a voting board member. Primary duties include overseeing the financial management and reporting for the association. The treasurer drafts and presents an annual budget to the board, prepares the treasurer's report for scheduled board meetings and oversees financial transactions on behalf of the association.

Job Description

- Responsible for keeping financial records, managing bank accounts and accounts payable and receivable
- Ensure proper paperwork is filed with the IRS and state:
 - Taxpayer ID (Employer Identification Number)
 - 501c (3) tax exempt status
 - IRS 990
 - Incorporation
 - 1099 & W2
- Work with board to establish and implement an annual budget
- Track incoming revenue and outgoing expenses associated with the operations of the association against the established budget
- Provide documented and verbal reports to the full board regarding the association's financial status
- Ensure that the external reporting to donors, association members and local regulators are completed on a timely basis
- Work with the board to develop bylaws and policies that match the needs for fiscal operations
- Communicate with Marketing/Fundraising Coordinator to forecast projected essential or ancillary revenues
- Serve as the primary contact with a professional financial advisor and/or advisor regarding tax preparation, audits and investments
- Pursuing and completing appropriate grant applications
- Managing scholarship program solicitation and work with VP of Hockey Operations to distribute scholarship funds
- Manage insurance and legal relationships and issues
- Provide sponsors tax status documents for IRS records

Qualifications

- Ability to understand, keep record of and balance financial reports
- Experience in preparing and overseeing financial information
- Comfortable utilizing accounting software
- Efficient organizational and administrative skills with a commitment to follow-through
- Effective communication skills, both in-person and written
- Objective and detail oriented
- Passionate about the success of the association
- Recommended BA in Business Administration
- Passionate about the success of the association and youth hockey
- Based on Affiliate requirements, successfully pass a background screen

- It is encouraged to complete SafeSport Training

Hockey Director (Powell)

Hockey Director is responsible for the overall quality of the AMHA hockey programs. Hockey Director will work closely with the Coaching Director to build best practices of meeting short and long term AMHA hockey goals, and that the AMHA mission is realized through all hockey activities. Hockey Director is responsible for communicating the implementation of long-term development principles to coaches and families.

Job Description

- Overseeing coaching director and all on-ice representatives of AMHA
- Approval and sign-off of hockey related budgets
- Direction setting for hockey operations including player development, coach development, discipline, and overall betterment of hockey quality
- Manage affiliate relationship with USA Hockey, TAHA, and DSTHL as association representative
- Oversee tryouts, ensure fair placement of coaches and players, and ultimately responsible for on-ice goal setting and achievement at the organizational level
- Coordination of hockey outreach and strategy for growing the game
- Manage the conditions and expectation set forth in AMHA player agreement
- Ensure AMHA ice allocation is fair and just per the AMHA merger agreement
- Direct communications, webmaster, and marketing efforts related to growing the game and publicizing key dates or objectives
- Establish committees to investigate hockey support functions such as inter-organizational agreements, apparel, medical, discipline, or skill development
- Streamlining Metro league and Travel league overlap and advancement
- Act as a voting board member of AMHA

Qualifications

- A strong belief and knowledge of the American Development Model (ADM)
- Efficient organizational and administrative skills with a commitment to follow-through
- Excellent communication (oral and written), problem solving and interpersonal skills
- High-energy and passionate about youth hockey
- Commitment to professional development through the acquisition of appropriate USA Hockey Coaching Education Program certifications
- Based on Affiliate requirements, successfully pass a background screen
- It is encouraged to complete SafeSport Training

Hockey Development Coordinator (Allen)

The Hockey Development Coordinator will work with and report to Director of Coaching and is responsible for ensuring that the on-ice programs are of the best possible quality. Not only does the

Hockey Development Coordinator ensure coaches teach skills in a fun and engaging manner, but they are also responsible for communicating the implementation of long-term development principles to coaches. The ability to apply and promote USA Hockey's age-appropriate recommendations is key to both player development and consumer satisfaction.

Job Description

- Implement the on and off ice developmental guidelines and training priorities of the American Development Model (ADM) at each age and skill level
- Participate in monthly coaching meetings
- Assist in implementing ongoing education & training programs (team building, practice plans, small games, etc.)
- Assist with tryout process
- Attend and evaluate skills sessions, practices and games for all levels of play
- Regularly communicate with parents on the development plan being implemented
- Act as the main conduit between the Director of Coaching and AMHA board, and coaches and parents

Qualifications

- A strong belief and knowledge of the American Development Model (ADM)
- Efficient organizational and administrative skills with a commitment to follow-through
- Excellent communication (oral and written), problem solving and interpersonal skills
- High-energy and passionate about youth hockey
- Commitment to professional development through the acquisition of appropriate USA Hockey Coaching Education Program certifications
- Based on Affiliate requirements, successfully pass a background screen
- It is encouraged to complete SafeSport Training

Coaching Director (Maurer)

The Coaching Director is responsible for ensuring that the on-ice programs are of the best possible quality. Not only does the Coaching Director ensure coaches teach skills in a fun and engaging manner, but they are also responsible for communicating the implementation of long-term development principles to coaches and families. The ability to apply and promote USA Hockey's age-appropriate recommendations is key to both player development and consumer satisfaction.

A successful candidate in this role will drive an associations success on and off the ice.

Job Description

- Implement the on and off ice developmental guidelines and training priorities of the American Development Model (ADM) at each age and skill level

- Assign coaches to appropriate teams by interviewing candidates and matching them by qualifications and USA Hockey Coaching Education Program certification
- Facilitate monthly coaching meetings
- Coordinate with coaching staff on completing appropriate USA Hockey certifications:
 - Coaching Education Program level
 - Age-specific module training
 - Background screening
 - Safe Sport training
- Implement ongoing education & training programs (team building, practice plans, small games, etc.)
- Coordinate tryout process and clearly define the selection process
- Determine the structure and execution for introductory programming (learn to play)
- Coordinate with VP of Hockey and Treasurer to schedule practices, games, and other events
- Attend and evaluate skills sessions, practices and games for all levels of play
- Regularly communicate with parents on the development plan being implemented
- Act as the main conduit between the hockey program and its board, coaches and parents
- Facilitate USA Hockey registration and compliance with Registrar
- Act as voting board member of AMHA

Qualifications

- A strong belief and knowledge of the American Development Model (ADM)
- Efficient organizational and administrative skills with a commitment to follow-through
- Excellent communication (oral and written), problem solving and interpersonal skills
- High-energy and passionate about youth hockey
- Commitment to professional development through the acquisition of appropriate USA Hockey Coaching Education Program certifications
- Based on Affiliate requirements, successfully pass a background screen

It is encouraged to complete SafeSport Training

Secretary (Holmes)

The Secretary maintains the administrative process of the organization. Their primary role includes being the focal point of communication to and from the club's board and its entire membership as well as being a thorough and accurate record keeper.

Job Description

- Act as main point of contact between association membership and the Board of Directors
- Act as main point of contact for outside communications as required
- Communicate upcoming meeting schedule
- Distribute board meetings agenda no less than 7 days prior to the board meeting
- Distribute previous meeting minutes at least 48 prior to every meeting
- Keep minutes at all board meetings and other meetings as needed

- Ensure up-to-date by-laws and policies are distributed to the Board
- Organization administrative documents
- Serve as signing officer for documents according to bylaws
- Perform other duties assigned by the President or member of the board

Qualifications

- Efficient organizational and administrative skills
- Ability to capture key discussion points in a clear and concise manner
- Effective communication skills, both verbal and written
- A working knowledge of Microsoft Word
- Notary of the Public is a plus
- Passionate about the success of the association and youth hockey
- Based on Affiliate requirements, successfully pass a background screen
- It is encouraged to complete SafeSport Training

SafeSport Coordinator (Shafer)

The responsibilities of a local program's SafeSport Coordinator is dependent on the Affiliate (whether the Affiliate has multiple or regional SafeSport Coordinators) and the duties the local program has put in place.

The association's SafeSport Coordinator serves as the gatekeeper for SafeSport issues, is responsible for receiving reports of suspected misconduct or abuse, and then following the appropriate steps for reporting and responding to allegations. The local program's SafeSport Coordinator ensures that SafeSport Training and background screening requirements are met. This individual could be asked to provide guidance to the Association on how to handle disciplinary matters.

Job Description

- Be (or become) familiar with the U.S. Center for SafeSport, and the reporting obligations to the Center
- Take calls and respond to verbal and written reports from members or others regarding allegations of misconduct
- Communicate to all relevant parties on progress and status of complaints, investigations, hearing procedures, appeals, and final resolutions
- Track and maintain a filing system for the program's SafeSport Reports, investigations and outcomes following investigations, hearings or appeals
- Communicate effectively and efficiently with members and volunteers via telephone and/or e-mail
- Coordinate, oversee and monitor status of background screening program for coaches, officials and volunteers
- Be a resource for Affiliate and local programs on how to create and foster a positive SafeSport culture
- Work to educate participants and parents about the SafeSport Program

- Understand the complaint reporting procedures and structure within USA Hockey
- Act as voting board member of AMHA

Qualifications

- Successfully pass background screen and complete SafeSport Training
- Understanding and ability to maintain confidentiality on sensitive membership information and complaint details
- Must be objective and compassionate
- Excellent organizational, communication (oral and written), problem solving, listening and interpersonal skills
- Efficient planner with a commitment to follow-through on tasks
- Passionate about the success of the association and youth hockey
- Positive attitude and strong work ethic

Registrar (Brewer)

The Registrar is one of the most important roles for a local association because the individual is responsible for managing an association's online USA Hockey Registry.

USA Hockey provides each member program with their own Registry. The Registry is a cloud-based web tool that allows each program to claim their players, coaches, managers and volunteers to build their program database. Claiming these individuals completes their registration, ensuring that all USA Hockey member benefits are in place for your program. The Registry also facilitates the generation of Official Team Rosters and provides access to several reports and USA Hockey forms.

Job Description

- Create and maintain an active membership list within USA Hockey's online Registry
- Create and manage team rosters within USA Hockey's online Registry; including the management of compulsory documentation for participants, coaches and volunteers
- Ensure that rosters meet Affiliate, District and USA Hockey registration and composition requirements
- Ensure that all members and the association adhere to all requirements of the Affiliate, District and USA Hockey
- Depending on your association, your duties may include record keeping, date of birth & citizenship verification, player commitment forms, creating & updating rosters, data collection, monitoring SafeSport training, coaching education program (CEP) training, and screening
- Communicate effectively and efficiently with association leadership and members
- Complete and submit documents and reports as required or requested
- Act as voting board member of AMHA

Qualifications

- Comfortable navigating spreadsheets and mastering the portal-based USA Hockey Registry
- Ability to maintain confidentiality on sensitive membership information
- Must be objective and detail oriented
- Excellent organizational, communication (oral and written), problem solving and interpersonal skills
- Efficient planner with a commitment to follow-through on tasks
- Positive attitude and strong work ethic
- Passionate about the success of the association and youth hockey
- Based on Affiliate requirements, successfully pass a background screen
- It is encouraged that you complete SafeSport Training

Executive Advisor (Sorensen)

The Executive Advisor works to support to the President and will fulfill the duties of the President in his or her absence. Additionally, the Executive Advisor aids all board members and committees with their tasks, as well as assisting with communication to the association's general membership.

Secondary vice presidents may be selected to oversee individual divisions within the association.

Job Description

- Review, understand, and evaluate the association's:
 - Articles of incorporation
 - Bylaws
 - Policies & procedures
 - Governing rules and regulations
- Preside over board meetings in the absence of the President
- Lead and/or attend committee meetings as needed
- Plan, develop, and enforce club policies and bylaws
- Ensure the organization is meeting its goals
- Identify candidates to serve in leadership roles
- Oversee volunteer recruitment and retention
- Act as an association representative at the District and Affiliate level
- Support the implementation of age-appropriate programming and the American Development Model (ADM)
- Assist the President in any or all tasks
- Ensure proper record-keeping and compliance of AMHA board
- Complete any additional filings and respond to requests for information from outside entities

Qualifications

- Strong leadership skills and/or experience
- Effective and efficient decision-making
- Passionate about the success of the association and youth hockey
- Ability to build and maintain relationships with membership, donors, and the community

- Excellent communication (oral and written), problem solving and interpersonal skills
- Objective and detail oriented
- Based on Affiliate requirements, successfully pass a background screen
- It is encouraged to complete SafeSport Training

Webmaster (Beck)

Webmaster will monitor the AMHA website to assure it stays online, functions without flaw and assures users a rich online experience. The Webmaster will work with VP of Hockey Operations to assure AMHA mission is clear and accomplished through the website's communication.

Job Description

- Debug issues that arise with the performance of the website
- Interface for performance issues, be a liaison between AMHA and site users and/or advertisers
- Troubleshoot the site for issues relating to content, links, and registration flows
- Construction, posting, and dissemination of registration information
- Upload and manager website content
- Track volunteer hours utilizing DIBS and share all data with the Treasurer
- Ensure quality and accuracy of publicized content

Qualifications

- Experience managing websites
- Effective and efficient decision-making
- Objective and detail oriented
- Knowledge of server systems, databases, web authoring tools, and SportsEngine (or comparable middleware)
- Passionate about the success of the association and youth hockey

Director of Team Managers (Cunningham)

The Director of Team Managers is the leader of a group of team managers, overseeing the daily operations of individual team managers.

Job Description

- Responsible for the day-to-day activities and guidance of AMHA team managers
- Sets targets, implement guidelines, and assist with any issues team managers may have
- Ensures that all members understand the AMHA's goals and objectives and works together to achieve them
- Trains and guides individual team managers
- Mediates any interpersonal issues

- Provides feedback from team managers to board
- Create outbound content including presentations, documents, and informational materials
- Manages messaging and marketing of association

Qualifications

- Experience managing people
- Be trustworthy and efficient support for team managers
- Possess excellent interpersonal skills and effective time and project management skills
- Possess strong leadership skills
- Passionate about the success of the association and youth hockey

Director of Communications (O'Donnell)

A director of communications is responsible for AMHA's public image. The Director of Communications will work with the VP of Hockey Operations and Webmaster to assure all communications are accurate, embrace the spirit of AMHA's mission, and are released in a timely fashion. The Director of Communications will coordinate customer survey's and report to those responses to the AMHA board.

Job Description

- Serves as a representative of AMHA to the public and hockey community
- Works with Webmaster
- Coordinates and promotes events
- Produces and distributes AMHA newsletters
- Coordinates presentations to public and hockey community

Qualifications

- Efficient organizational and administrative skills with a commitment to follow-through
- Excellent communication (oral and written), problem solving and interpersonal skills
- High-energy and passionate about youth hockey
- Passionate about the success of the association and youth hockey
- Effective public speaker

Fundraising/Sponsorship Director (Beebe)

The Fundraising/Sponsorship Director is accountable to organize and drive the events which improve the financial stability of the AMHA by selecting a fundraising program(s) for players to participate in and other miscellaneous fundraising opportunities. This position works in the best interest of the entire

AMHA organization on behalf of the board, and is required to provide status, input, and direction to the AMHA board related to the area of responsibilities defined below in the job description.

Job Description

- Establish and manage fundraising committee
- Coordinate with Treasurer on a fundraising budget
- Coordinate with Director of Communications to assure all communications are within AMHA mission
- Administer all details of fundraisers (set-up, collection, order, deliver, distribution, etc.)
- Communicate to AMHA regarding all fundraising events and details
- Responsible for pursuing business and individual financial sponsors
- Coordinate proper advertising for individual sponsors, distribute letters or other appreciation gifts to sponsors

Qualifications

- Strong leadership ability
- Efficient organizational and administrative skills with a commitment to follow-through
- Objective and detail oriented
- Excellent communication (oral and written), problem solving and interpersonal skills
- Ability to build and maintain relationships with membership, donors, and the community
- Comfortable with delegating
- Passionate about the success of the association and youth hockey

Based on Affiliate requirements, successfully pass a background screen