

Minnetonka Youth Hockey Association

At-Large Board Member, Officer and Hockey VP Job Descriptions

Approved March 9, 2026

Beginning Notes:

1. All elected members and officers are eligible to serve a two-year term.
2. Service in any of the board roles will fulfill the family dibs requirements.
3. All positions are volunteer and unpaid. No expenses are allowed for these positions unless pre-approved by the Executive Director.
4. Any member of the Board of Directors must meet the qualification criteria in Article III, section 1 of the Association's bylaws.
5. Members of the Board of Directors should understand and support the Association's mission to provide a structured and supportive environment where local families can learn, play, and enjoy the sport of ice hockey. As a community-based program serving players at all levels, board members must act in the best interest of the entire Association.

At-Large Board Member

Board members provide governance and strategic guidance, act as ambassadors for the organization, and support its mission through personal engagement and resources. Key responsibilities include:

- Participating in setting policies, strategic goals, and overseeing organizational performance.
- Serving as an ambassador for MYHA by promoting its mission, facilitating connections with potential partners and resources.
- Attending all board and assigned committee meetings, coming prepared to engage in meaningful discussion and decision-making.
- Supporting board priorities by serving on committees, task forces, and participating in strategic conversations as needed.
- Supporting the Executive Director by providing expertise or assistance on specific initiatives as requested.
- Upholding the organization's mission, values, and ethical standards when attending board and committee meetings, acting on behalf of the organization, and/or representing it in any official capacity.

Officers

The **President** provides volunteer leadership to the Board of Directors, ensuring MYHA advances its mission through strong and effective governance. The President partners closely with the Executive Director to ensure strong governance, strategic alignment, and effective oversight. Key responsibilities include:

- Leading the Board of Directors in fulfilling its fiduciary, strategic, and policy responsibilities.
- Convening and presiding over regular and special meetings of the Board and Executive Committee, ensuring meetings are purposeful and well-managed.
- Serving as a primary governance partner to the Executive Director, providing guidance, support, and accountability while respecting staff operational authority.
- Ensuring the Board focuses on organizational impact, financial sustainability, and compliance with applicable laws, bylaws, and policies, consistent with a nonprofit board's 10 basic governance responsibilities.
- Appointing committee / task force chairs and support effective committee work.
- Chairing the Executive Committee and ensure that actions taken by the Committee are reported to the full Board in a timely manner.

The **Vice President** supports the President and Board by providing leadership on special initiatives and committees, ensuring continuity of governance and advancing MYHA's mission. Key responsibilities include:

- Assuming the duties of the President when the President is unavailable.
- Chairing board committees / task forces on special subjects as designated by the President.
- Supporting effective board engagement, recruitment, and development as requested by the President.
- Contributing to strategic discussions and decision-making, with a focus on mission alignment and organizational effectiveness.
- Serving as a member of the Executive Committee.

The **Treasurer** provides financial oversight and leadership to ensure the fiscal health, transparency, and integrity of MYHA. Key responsibilities include:

- Chairing the Finance Committee, guiding fiscal policies, budgeting, and long-term financial planning.
- Partnering with the Executive Director to ensure financial sustainability and accurate forecasting.
- Overseeing preparation, approval, and monitoring of the annual budget, reporting key trends and risks to the Board.
- Ensuring accurate financial records, reporting, and transparency for board members and the public.
- Serving on the Executive Committee.

Hockey Vice Presidents

In addition to serving on the MYHA Board of Directors and fulfilling the responsibilities of At-Large Directors, all Hockey Vice Presidents (Girls, Boys, and Mites) will serve on the Hockey Development Committee and perform the following duties.

- Formulate team projections using numbers based on registration and work with HDC to determine team levels and number of teams.
- Recruit and assign hockey coaches.
- Conduct pre-season coaches meetings and attend the welcome to travel hockey meeting.
- Forward any D6, MN Hockey, USA Hockey communication to coaches.
- Facilitate coaching requirements.
- Assist in any disciplinary actions.
- Communicate any suspensions to coaches and managers.

There are additional qualifications for the three hockey Vice Presidents:

- Strong understanding of the game of hockey, preferably through playing, coaching, or family involvement in the sport.
- Demonstrated commitment to and ability to represent the mission of the Minnetonka Youth Hockey Association — advancing community hockey and fostering a lifelong love of the game.

