

WCYHA Board Positions and Responsibilities

President – Elected by the membership. Term of the President will be two years following minimum 1 to 2 years as Vice President. Upon completion of the President's term this position may hold a voting position on the WCYHA BOD for a period of 2 years as Past President.

Responsibilities: The President shall preside at all meetings of members and at all Board meetings. He/she shall appoint all committees, will sign checks, and shall have such other powers as may be reasonable construed as belonging to the chief executive of any organization. The President will also oversee the performance of the General Manager of the Kettle Moraine Ice Center.

President will have voting rights on any and all requests/changes that are presented to the BOD where a vote is required.

Vice President – Elected by the membership. Term of the VP will be two years followed by Presidency and Past Presidency.

Responsibilities: The Vice President shall have all the rights, privileges and powers of the President in the event of the absence or inability of the president to exercise his/her office.

The Vice President will have voting rights on any and all requests/changes that are presented to the BOD where a vote is required.

Treasurer – Elected by the membership. Term of the Treasurer will be two years.

Responsibilities: The Treasurer shall have care and custody of all funds, credits, and securities belonging to this organization. He/she shall impose the appropriate finance processes, control accounts payable, deposit funds and shall render such statements and accountings as are required by the Board. The Treasurer shall preside at meetings in the absence of both the President and Vice President.

The Treasurer will have voting rights on any and all requests/changes that are presented to the BOD where a vote is required.

Secretary -- Elected by the membership. Term of the Secretary will be two years.

Responsibilities: The Secretary shall keep the minutes and records of the organization, shall file certificates and reports required by law, shall give all required notices to members, shall be the official custodian of all records (i.e. USA Hockey and WAHA), may sign checks, shall be responsible for all correspondence, and shall perform such other duties as may be assigned to him/her by the Board of Directors.

The Secretary will have voting rights on any and all requests/changes that are presented to the BOD where a vote is required.

Director of Player Development – Elected by the membership. Term of the Director of Player Development will be three years.

Responsibilities: See attachment.

The Director of Player Development will have voting rights on any and all requests/changes that are presented to the BOD where a vote is required.

Coaching Director -- Elected by the membership. Term of the Coaching Director will be three years.

Responsibilities: See attachment.

The Coaching Director will have voting rights on any and all requests/changes that are presented to the BOD where a vote is required.

Tournament Director – Elected by the membership. Term of the Tournament Director will be three years.

Responsibilities: The Tournament Director will be responsible for the coordination of all home tournaments, state playdowns, and state tournaments held at the KMIC (WCYHA and 3 on 3). This person will work with Wisconsin Amateur Hockey Association (WAHA) to register all tournaments and to apply to host state playdowns and state tournaments. They will be responsible for marketing each tournament and working with all host teams to coordinate a successful tournament (staffing, scheduling, etc.). In addition, this position will coordinate all communication to visiting teams for each tournament.

The Tournament Director will have voting rights on any and all requests/changes that are presented to the BOD where a vote is required.

Director of Community Fundraising -- Elected by the membership. Term of the Director of Community Fundraising will be three years.

Responsibilities: The Director of Community Fundraising will coordinate all major fundraising events for the WCYHA that engages the greater Washington County community. He/she will be responsible for the overall coordination and execution of our WCYHA Golf Outing, Beer & Wine Tasting Event and any other events that are created.

The Director of Community Fundraising will have voting rights on any and all requests/changes that are presented to the BOD where a vote is required.

Maintenance Coordinator – Elected by the membership with a three year term.

Responsibilities: The Maintenance Coordinator will work with the KMIC General Manager in identifying and coordinating all required maintenance activities at the KMIC. This person will work within the membership to identify key members who are willing to offer their specific skills of their trade as a volunteer in our building.

Volunteer Coordinator – Elected by the membership with a three year term.

Responsibilities: The Volunteer Coordinator will be responsible for working with all other Director/Coordinators and the KMIC General Manager in determining the volunteer duties required both in season and off season. He/she will communicate all duties in “Dibs” to the membership and keep record of all member’s volunteer hours.

Referee Coordinator – Elected by the membership with a three year term.

Responsibilities: The referee coordinator will be responsible for screening, selecting and coordinating referees for all WCYHA events along with any WAHA events that would be played at the KMIC (playdowns, State, etc). He or she will provide the WCYHA Account Payable accurate records in a timely cadence for payment processing.

Association Internal Fundraising Coordinator – Elected by the membership with a three year term.

Responsibilities: The Association Internal Fundraising Coordinator will be responsible for coordination and execution of all internal fundraising opportunities inside the KMIC. These events will offer the membership opportunities to offset their fundraising requirements along with raise funds for the WCYHA. Examples of these events are: cookie dough sales, wreath sales, rink board sales credit, tournament raffles, and more.

Zamboni Coordinator – Elected by the membership with a three year term.

Responsibilities: The Zamboni Coordinator will be responsible for the training and certification of all Zamboni drivers. He/she will be responsible for working with the Volunteer Coordinator to have all Zamboni needs posted in “dibs”. In addition, the Zamboni Coordinator will work with the Maintenance Coordinator and KMIC General Manager for any specific mechanical needs/repairs.

Safe Sport Coordinator -- Elected by the membership with a three year term.

Responsibilities: The Safe Sport Coordinator is a new position to the WCYHA Board. The role was created by the efforts of USA Hockey and is enforced by WAHA. This role is required by all associations for the safety of their players, coaches and members. He/she will provide/communicate Safe Sport education to the membership and determine appropriate policy for the WCYHA to follow to stay compliant with Safe Sport.