

# Chaska Chanhassen Hockey Association

## *Executive Board Position Description*

**Position:** President

**Term:** Elected 2 year

**Position Description:** Member of the Executive committee and Board. Ensure compliance with the By Laws. Recruit for open roles. Keep all CCHA actions and activities moving forward. Accountable to all member concerns and questions.

**Stipend:** Yes

**Time Commitment:** 15 hr/month

**History Folder:** Yes

### Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
<b>Ongoing/ Monthly</b>	<ul style="list-style-type: none"> <li>• Set agenda and facilitate Board Meetings</li> <li>• Recruit key volunteer and BOD roles</li> <li>• Coordinate public relations with the association, rink personnel and community.</li> <li>• Serves as a mediator for any disputes</li> <li>• Foster an environment of teamwork</li> <li>• Proactively manage emerging hockey trends and the effects on CCHA.</li> <li>• Utilize D6, MN and USA Hockey as needed</li> <li>• Manage improvement of CCHA processes, documentation and communication.</li> <li>• Keep all business moving forward</li> </ul>	<ul style="list-style-type: none"> <li>• Back up to D6 meetings</li> <li>• Attend HDC meetings as required</li> <li>• Manage and update CCHA policies and guidelines</li> <li>• Develop strong relationships with CCC and Victoria Rinks for concessions, ice rates, priority and requests in conjunction with the Ice Director</li> <li>• Attend event planning meetings as needed</li> <li>• Timely response to all member concerns</li> </ul>
<b>January</b>		<ul style="list-style-type: none"> <li>• Post and promote upcoming elected positions and upcoming season open key volunteer roles</li> </ul>
<b>February</b>		<ul style="list-style-type: none"> <li>• Manage election process</li> <li>• Post and promote open key volunteer roles</li> </ul>
<b>March</b>		<ul style="list-style-type: none"> <li>• Introduce members of newly elected positions and ensure initial direction</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• Participate in the Stormhawk awards</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain CCHA Volunteer hours and Ice credits for Parent Meeting summary and budget discussion</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Set upcoming year's priorities.</li> <li>• Prepare and present Budget with Treasurer as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Closely review and approve Registration Build process.</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Attend the annual D6 President's meeting</li> </ul>	
<b>July</b>		<ul style="list-style-type: none"> <li>• Attend CCHA Golf Tournament</li> <li>• Explore non parent coaches with HDC</li> </ul>
<b>August</b>		
<b>September</b>	<ul style="list-style-type: none"> <li>• Attend Level Tryout Sessions as required</li> <li>• Attend and participate in Parent Kick-off Mtg</li> </ul>	<ul style="list-style-type: none"> <li>• Complete participation waivers in/out</li> </ul>
<b>October</b>		<ul style="list-style-type: none"> <li>• Review and approve IRS form 990 tax return due 10/15 or file three month extension</li> </ul>
<b>November</b>		
<b>December</b>		<ul style="list-style-type: none"> <li>• Set up off cycle BOD meeting for review of all open roles, major impact items and discuss vision</li> </ul>

# Chaska Chanhassen Hockey Association

## *Board Position Description*

**Position:** President Elect

**Term:** Elected 1 year

**Position Description:** Serves as next in line for President. Interface with the HDC. Member of the Budget Committee. Assist with President and VP workload. Transitions President's history folder. Adopt and drive focused passion areas for improvement. Refer to VP and President Role for complete role details

**Stipend:** Yes

**Time Commitment:** 8 hr/month

**History Folder:** Yes

### Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
<b>Ongoing/ Monthly</b>	<ul style="list-style-type: none"> <li>• Attends D6, BOD and HDC meetings.</li> <li>• Be well versed in USA, MN, D6 and CCHA hockey rules and recent changes.</li> <li>• Work with President and VP to distribute work load</li> <li>• Work with President on past communications, process and responsibility areas for an orderly transition</li> <li>• Attend Season Prep and Tryout Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Annex President and VP duties as required</li> <li>• Work with President on documentation and history folder transition.</li> <li>• Refer to VP and President role for additional duties</li> <li>• Corporate Fundraising and Operations and just two named areas which need resource.</li> <li>• Name your interest areas</li> </ul>

# Chaska Chanhassen Hockey Association

## *Executive Board Position Description*

**Position:** Vice President

**Term:** Elected 2 year

**Position Description:** Member of the Executive Committee. Performs CCHA Secretary role through recording and distributing monthly meeting notes. Be visible, network, communicate, and actively seek parent feedback on the current hockey year. Be a sought after, positive resource and leader for the CCHA BOD.

**Stipend:** Yes

**Time Commitment:** 10 hr/month

**History Folder:** Yes

### Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
<b>Ongoing/ Monthly</b>	<ul style="list-style-type: none"> <li>Attend all monthly board meetings, HDC meetings and District 6 Meetings.</li> <li>Participate as a member of budget committee</li> <li>Advise CCHA of proposed Minnesota Hockey, USA, and District 6 rule changes</li> <li>Drive coach certification and evaluation program</li> </ul>	<ul style="list-style-type: none"> <li>Record/approve/publish BOD meeting minutes. Add any off cycle motions or events to the minutes.</li> <li>Coordinate Team pictures</li> <li>CCC Room reservations for CCHA</li> <li>Attend HDC meetings as required</li> <li>Provide input on weekly communication letters</li> </ul>
<b>January</b>		
<b>February</b>		
<b>March</b>		
<b>April</b>	<ul style="list-style-type: none"> <li>Attend StormHawk Awards</li> </ul>	
<b>May</b>		<ul style="list-style-type: none"> <li>Meet with Executive Committee to set current year priorities.</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>Deliver Coaches Evaluations</li> </ul>	<ul style="list-style-type: none"> <li>Perform timely, detailed role transition to incoming elected CCHA members.</li> <li>Approve budget</li> <li>Review volunteer and key non board members roles to link ice credits, volunteer hours</li> <li>Critically review ICE schedule rules with HDC</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>Member of coaches selection committee</li> </ul>	<ul style="list-style-type: none"> <li>Attend CCHA Golf Tournament</li> <li>Review Lower U and Mite programs for upcoming year synergies</li> <li>Explore non parent coaches with HDC</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>Update Guidebook prior first Parent's meeting</li> </ul>	<ul style="list-style-type: none"> <li>Gather coaches applications (internal CCHA &amp; external)</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>Supervise and attend level tryout evaluations as needed</li> <li>Participate in level Parent meetings as needed</li> </ul>	
<b>October</b>	<ul style="list-style-type: none"> <li>Supervise and attend all level tryout evaluations as needed</li> <li>Update Coach Certification Policy</li> <li>Email coaches on current Certification requirements.</li> </ul>	
<b>November</b>		<ul style="list-style-type: none"> <li>Assist at the Brick City Tournament as needed</li> <li>Coach certification reminder</li> </ul>
<b>December</b>		<ul style="list-style-type: none"> <li>Coach certification due</li> </ul>

# Chaska Chanhassen Hockey Association

## *Executive Board Position Description*

**Position:** Treasurer

**Term:** Elected 2 year

**Position Description:** Member of the Executive Committee and Board. Manage Accounting Team. Manage all monies deposited and disbursed. Coordinate the financial processes. Responsible for signing checks, contracts and tax documents.

**Stipend:** Yes

**Time Commitment:** 15 hr/month

**History Folder:** Yes

### Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
<b>Ongoing/ Monthly</b>	<ul style="list-style-type: none"> <li>• Prepare and Present annual Budget</li> <li>• Monitor and present performance to budget report overruns monthly if they occur</li> <li>• Manage Scholarship program</li> <li>• Manage monthly finance reports</li> </ul>	<ul style="list-style-type: none"> <li>• Review timecard and QB data.</li> <li>• Present monthly finance highlights at BOD meetings</li> <li>• Actively manage ACH program</li> <li>• Oversee Concession &amp; Manage Deposits</li> <li>• Manage cash level to include jersey reserve + ice credit balance + payables + operating cash needed.</li> <li>• Track coach reimbursements ensure synergy with policy</li> </ul>
<b>January</b>		
<b>February</b>		<ul style="list-style-type: none"> <li>• Issue coach reimbursements</li> </ul>
<b>March</b>		
<b>April</b>		<ul style="list-style-type: none"> <li>• Ensure adequate insurance coverage (equipment storage, player via USA Hockey etc)</li> </ul>
<b>May</b>		<ul style="list-style-type: none"> <li>• Review key volunteer compensation summary with Exec Team and BOD</li> </ul>
<b>June</b>		
<b>July</b>		
<b>August</b>		<ul style="list-style-type: none"> <li>• Prepare non parent coach and Goalie Club skill session contracts</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• Attend tryout sessions as an Exec Rep</li> <li>• Attend and participate in Parent Kick off meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Actively work with Parents on payment plans as required. Ensure compliance.</li> <li>• Deposit Registration fees</li> <li>• Set up Team Manager checking accounts</li> <li>• Complete Tryout Hours timecards w HDC leads</li> </ul>
<b>October</b>		<ul style="list-style-type: none"> <li>• Prepare, review and approve IRS form 990 tax return due 10/15 or file three month extension</li> <li>• Review the need for an external audit</li> </ul>
<b>November</b>		<ul style="list-style-type: none"> <li>• Manage Final Assessments and member posting process</li> </ul>
<b>December</b>		

# Chaska Chanhassen Hockey Association

## Board Position Description

**Position:** All Commissioners – 8 positions / levels

**Term:** Elected 2 year

**Position Description:** A voting member on the Board. Coordinate all level specific activity for the CCHA. Serve as the communication liaison between the parents and the Board. Resolve any parent issues. Be visible, communicate, and coordinate resources needed for level specific activities. Specific level activity called out below.

**Stipend:** Yes

**Time Commitment:** 5 hr/month

**History Folder:** Yes

### Schedule of Responsibilities

Month	Responsibilities	Noted Tasks
<b>Ongoing/ Monthly</b>	<ul style="list-style-type: none"> <li>Attend all monthly board meetings</li> <li>Be knowledgeable on USA, MN and District6 rules and updated changes</li> <li>Continue to update and address CCHA policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Provide update at monthly BOD meetings.</li> <li>Manage level area on the web</li> <li>Uphold the Parent / Player Code of Conduct</li> <li>Assist Event Directors as needed</li> <li>Promote Level Events on the Web</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>Midseason check-in with coaches and team managers.</li> <li>Push mid season verbal parent/player evaluations and promote year end Coach evaluations</li> <li>Remind players of the importance of attending scheduled skills and goalie clinics in addition to their regular practices</li> </ul>	<ul style="list-style-type: none"> <li><b>Mite, Girls 6U/8U</b>– Coordinate Jamboree Directors and previous year transition</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>Recruit members for commissioner role</li> </ul>	<ul style="list-style-type: none"> <li>Provide updates for year ending tournaments to the web master</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>Send season ending email to coaches and team managers asking for overall record, Dist 6 record, and tournament record/results.</li> <li>Send reminder to team managers re: jersey and team equipment turn in to equipment managers.</li> <li>Obtain tournament feedback</li> </ul>	<ul style="list-style-type: none"> <li>Provide updates for year ending tournaments to the web master</li> <li><b>Mite, Girls 6U/8U</b> – Attend, assist, recruit at Jamboree</li> <li><b>Upper Levels</b> – when possible attend year end tournaments in a show of support</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>Assist with new electee transition as required</li> </ul>	<ul style="list-style-type: none"> <li>Attend StormHawk Awards</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>Start to identify Tournaments posted in various publications, utilize last year's feedback</li> </ul>	<ul style="list-style-type: none"> <li><b>Mite</b> – begin jersey sponsor drive</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>Review/start registering for Tournaments, create spreadsheet per level</li> </ul>	<ul style="list-style-type: none"> <li>Attend and promote annual Golf Tournament fundraiser</li> <li>Provide new equipment request for budget</li> <li>Review and approve budget</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>Review prelim player registrations data</li> <li>Complete and confirm tournament sign ups.</li> </ul>	<ul style="list-style-type: none"> <li>Discuss numbers, co-ops move ups etc</li> <li><b>Mite</b> – recommend new on ice program changes and adds using ADM. Recruit module leaders</li> <li><b>Mite, Girls</b> – Review programs for synergies with VP</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>Confirm with Tournament Directors if all teams are registered</li> </ul>	<ul style="list-style-type: none"> <li>Construct and update email group lists with registered players</li> <li>Work with Ice Coordinator on pre-season clinic scheduling</li> <li>Meet with HDC level rep to discuss tryouts, work, player move up. play downs w HDC</li> </ul>

<b>September</b>	<ul style="list-style-type: none"> <li>• Start Tryout prep, meet with HDC level rep</li> <li>• Work with Accounting on any registration and payment issues</li> <li>• Recruit for high level of participation</li> </ul>	<ul style="list-style-type: none"> <li>• Coach Applications: Review prior to tryouts with the Tryout Team and HDC specifically.</li> <li>• Distribute Coach Cert Requirements from USA Hockey and CCHA Policy to coaches.</li> <li>• Participate if needed in the ICE Draw process</li> <li>• <b>Mite</b> – Promote program at public schools and add an ad in CCC Quarterly book</li> <li>• <b>Girls</b> – Coordinate all level numbers, HS and co-op possibilities</li> <li>• <b>Squirt, Girls 10U</b> – Order Fargo Tourney Pins</li> <li>• <b>Bantam</b> – Coordinate numbers w HS coaches, HDC and Tryout Team</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Conduct Parent meeting for level</li> <li>• Assist, review and vote on coach and team assignments</li> <li>• Review placement with parents as required</li> <li>• Reinforce player and parent code of conduct</li> <li>• Supervise, attend level tryout evaluations</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm registered players have submitted volunteer checks/fee. Assist Accounting</li> <li>• Coordinate equipment distribution w Mgr</li> <li>• Assist in Team Manager kick off meetings and web site pages</li> <li>• <b>Squirt</b> – complete all goalie / skater goalie intentions forms. Meet with Brick City Tournament Directors</li> <li>• <b>Jr. Gold</b> – finalize sponsorships and calculate uniform needs</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Network at the rink, reach out to coaches and team managers for feedback for each team</li> </ul>	<ul style="list-style-type: none"> <li>• Drive coaches to completion on Cert. requirements.</li> <li>• <b>Mite</b> – Attend Ice Draw as needed</li> <li>• <b>Squirt</b> – Assist with Brick City Tournament</li> <li>• <b>Jr. Gold</b> – Coordinate team composition with HS coaches and players</li> </ul>
<b>December</b>		<ul style="list-style-type: none"> <li>• Assist Registrar as required to drive coaches for completion on Cert requirements.</li> <li>• <b>Jr. Gold</b> – Set up team picture sessions</li> <li>• <b>Jr. Gold</b> – Coaches to attend Metro training</li> </ul>