

## Michigan Senior Women's Hockey League Board of Directors Duties and Positions

*Please note that members are NOT running for a specific position on the board. Rather, they will be elected to the general Board of Directors, which will come to agreement or vote if necessary about which assignments each member shall have.*

### MSWHL Board Member General Duties:

1. Attend monthly MSWHL meetings, typically held on the second Tuesday or Wednesday of each month
2. Ensure compliance with all guidelines of the league by-laws and handbook
3. Serve as a liaison/director for one of the divisions in the league  
(not the division in which one plays or coaches)
  - review rosters in that division for completion and accuracy
  - handle issues/problems/complaints that arise within, between, or among teams
  - enter statistics on the website for an assigned division
4. Attend one or two games of each team in one's assigned division per season to become familiar with teams and players in that division
5. Assist in the planning, coordinating, and overall supervision of Ruicci Cup playoffs
6. In the event that the President or VP is unavailable to attend the MAHA summer and/or winter meeting, serve as representative on behalf of the MSWHL.

### Additional Duties of MSWHL President:

1. Oversee all timelines and guidelines of the league, including registration, submission of applications, rosters, appeals, etc.
2. Facilitate the monthly board meetings and any necessary votes
3. Delegate necessary responsibilities to board members based on division
4. Assist/advise fellow board members with issues related to their division, including but not limited to rosters, appeals, and complaints.
5. Attend relevant MAHA meetings, including annual summer and winter meeting.

### Additional Duties of MSWHL Vice President:

1. In case of absence/incapacitation of the President, facilitate the monthly board meetings and any other necessary duties outlined above under "President's duties."

### Additional Duties of MSWHL Secretary:

1. Record minutes at all board meetings.
2. Track, record, and announce votes on relevant appeals and other matters pertaining to voting.
3. Send out correspondence to league members via the website.
4. Maintain records of agendas, minutes, appeals, and other relevant MSWHL documents.

### Additional Duties of MSWHL Treasurer:

1. Receive, issue, and deposit checks to and from teams and other entities
2. Check monthly account balances and give report at each board meeting.
3. Ensure compliance with 501c(7) tax status, which requires filing two minor forms or postcards per year, one to the State of Michigan by October 1 and one to the IRS by May 31.

### Additional Duties of Ruicci Cup Coordinator:

1. Secure playing facility/contract
2. Secure referee bids/contracts
3. Secure scorekeepers
4. Secure hospitality room workers
5. Secure vendors
6. Purchase awards
7. Purchase food/beverages for hospitality room
8. Secure raffle baskets and tickets
9. Organize seedings and master game schedule
10. Obtain printed poster boards of brackets/schedules
11. Organize work scheduled for board members
12. Track and update game statistics on website
13. Attend to any on-site issues as they arise