



Armstrong Cooper Youth Hockey Association Job Description

Title:	Chairman
Role:	Executive Board Member
Election/Appointment:	Elected by membership
Voting Status:	Voting
Budget:	Budget responsibility
Term:	Three year term, year two in the cycle
Compensation:	full hours

Description/Role: The Chairmen is responsible for the oversight and management of the association, the Chairmen runs the monthly meetings and the April membership meeting.

Position mandatory requirements:

- Must attend monthly ACYHA Board of Directors meetings on the second Monday of the month
- Must attend the monthly Executive meetings on the first Monday of the month or as scheduled
- Must attend the annual meeting of ACYHA Membership in April
- Member of the Gambling committee
- Member of the Hockey Development Committee
- Member of the Nominating Committee
- Member of the Grievance Committee
- Member of all other permanent or temporary committees
- Must attend the New Hope City Council Work group meetings and City Council meetings as needed
- Preside at meetings of the Board of Directors
- Preside at membership meetings and conduct the affairs of the organization
- Recognized as Chief Executive Officer (CEO) pertaining to any lawful charitable gambling operations of the Association
- Appoint members of the Nominating Committee with approval of majority of the Board
- Act as agent of the Association and as such, have authority to sign all deeds, leases, conveyances, and other legal and official documents
- Represent ACYHA and build relationships with the community, other sports associations, and other groups that serve the interest of ACYHA
- Training your successor at the May meeting at the end of your term

Armstrong Cooper Youth Hockey Association Job Description

Desired Skills:

- Required to have a minimum of two years of membership in the association in good standing to run for the position
- Strong communication skills
- Strong leadership
- Effective time management
- Strong organization skills
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access
- Positive, helpful attitude
- Ability to attend the monthly meetings and do work between meetings

Reporting:

- This role reports to the membership