

Office of President

The President shall:

- Voting board member
- Acts as the organization's representative at all AT&T Metroplex High School Hockey League meetings.
- Chairperson the Coach's committee.
- Convene and preside over all regular and called special meetings.
- Be charged with the general management and supervision of the affairs and operations of PEHAPBC.
- Oversee annual reports to the Board of Directors and General and Associate Members on the accomplishments of PEHAPNC.
- Serve as a co-signatory on all checks disbursed by the organization.
- Serve as the official signatory for approval contracts and agreements.
- Perform such other duties as are prescribed by law and incident to such office.

Office of Vice President

The Vice President shall:

- Voting member of board
- Back up to all President duties in President's absence.
- May sign checks disbursed by the organization.
- Serve as Parliamentarian and review bylaws yearly.
- Oversee the summer hockey program.
- Chairperson for the Alcohol and Drug Substance Abuse policies programs.
- Chairperson for the Grievance committee.

Office of Secretary

The Secretary shall:

- Voting member of board
- Compile all Meeting Agenda Items and deliver them to board no later than 1 day prior to scheduled meetings.
- Record and disseminate all Meeting Minutes.
- Track all organization calendar dates.
- Update, track, and disseminate Action Item Log and Board Decisions Log with Meeting Agenda and Meeting Minutes.
- Responsible for organization of files, records and papers.
- Author monthly team Newsletter and provide Director of Communications with link for website.
- Work as backup to Director of Communications in Director's absence.

- Assist with registration duties as needed.
- Works with Director of team relations and Director of Communications on spirit wear and uniform information, ordering and delivery.

Office of Treasurer

The Treasurer shall:

- Voting member of board.
- Drafts organization budget and tracks actuals to budget through season (June - May) and presenting reports to the board at each meeting including July and April bi-annual reports and year-end financial statement for presentation to the organization.
- Gathers all monies collected for fundraising and league fees for deposit to organization bank account.
- Signs checks as needed for League expenses as approved by the board.
- Nominates auditing committee to audit board financial records in December and April.
- Obtains a fidelity bond at the expense of the organization unless designated unreasonable by board.

Office of Director of Team Development

The Director of Player Development shall:

- Voting member of board.
- Liaison between the Board, Varsity/Junior Varsity teams, coaches, managers and players.
- Appoints players from each team to represent players' opinions, needs and concerns to board.
- Oversees and coordinates with team managers registrations, ice times, and fee collections.
- Organizes tryouts and tryout camps.
- Chairperson for the Scholarship program.

Office of Director of Team Relations

- The Director of Team Relations Shall:
- Voting member of board.
- Responsible for all team jersey, wind suit and sock orders.
- Responsible for all fundraising activities, including spirit wear, and sponsorship efforts.
- Brings new items and vendor partners to board for approval.
- Provides spirit wear information to the organization and coordinates ordering and delivery.

Office of Director of Communications

The Director of Communications shall:

- Voting member of board.
- Responsible for newspaper coverage, website updates, social media communications, and board newsletters as needed.
- Works with Director of team relations and Secretary on spirit wear information, ordering and delivery.
- Coordinate yearbook ads, team photos and ads.
- Create programs for games, including ads.
- Chairperson for the Scholarship program.