

2024-2025 AHAMP OPEN POSITIONS

Persons interested in running for the below *elected* or *appointed* positions must submit a letter of interest by email to AHAMP Secretary, Melissa VanAlstine no later than 12pm on **March 11, 2024**. Letter of interest should include your name, position for consideration, and any relevant experience and/or skills related to the position. **To submit your letter or for additional questions, please contact Melissa VanAlstine at melissavanalstine@gmail.com.**

ELECTED POSITIONS: Each member family is entitled to one (1) vote on the elected positions below. To vote, members must be present at the Annual Meeting. No proxy voting permitted.

Section 1: President. The duties of the President shall include, but not be limited to the following:

1. To preside at all regular or special meetings of the membership or the Board of Directors.
2. To call special meetings of the Association or the Board of Directors.
3. To make decisions on questions not provided for in the Bylaws or Policies and Procedures until the next regular or special meeting of the Board of Directors.
4. To represent, or designate suitable representation for this Association at other ice hockey meetings.
5. To appoint Chairpersons of the Standing Committees of the Association, subject to the approval of the Board of Directors.
6. To serve as an ex-officio member of all Committees.
7. To chair the Disciplinary and Transfer Committees.
8. And, such other duties that may be specifically assigned by the Board of Directors

Section 2: Vice President. The duties of the Vice President shall include, but not be limited to the following:

1. To assume the duties and powers of the President in his/her absence.
2. Chair any standing committees as may be assigned.
3. And, such other duties as may be assigned by the President or the Board of Directors.

Section 4: Treasurer. The duties of the Treasurer shall include, but not be limited to the following:

1. To receive and deposit funds into the Association's bank account.
2. To pay the rightful obligations of the Association, as approved by the Board of Directors.
3. To provide a regular monthly report and an annual report as to the financial conditions of the Association.
4. To prepare and file any financial reports that may be required by state or federal regulations.
5. To keep and maintain ledgers and other books of account, which may be audited at the request of the Board of Directors.
6. And, such other duties as may be assigned by the President or the Board of Directors

APPOINTED POSITIONS BY BOARD OF DIRECTORS:

Section 5: Registrar. The Registrar shall be a member of the Board of Directors recommended by the President and approved by the Board of Directors. The Registrar's position is a contracted and paid position, with voting rights, subject to Board of Directors approval annually. The duties of the Registrar shall include, but not be limited to the following:

1. To receive and register all memberships of the Association.
2. To receive and deposit funds into the Association's bank account.
3. To supervise the registration of teams, coaches, and players with USA Hockey, MAHA, and Leagues.
4. To assume the duties of any director, as necessary, with Board of Director approval.
5. And, such other duties as may be specifically assigned by the President or the Board of Directors.

Safesport Coordinator: Safe Sport Coordinator will include monitoring the training of local program administrators and others within the Affiliate, serving as the Affiliate's initial contact for persons reporting suspected abuse, misconduct or other violations, compiling information on disciplinary issues within the Affiliate and, when appropriate, reporting such information to USA Hockey.

Tournament Chair: Tournament Chair is responsible for the organization and coordination of tournaments hosted by AHAMP. Tournament Chair will oversee a tournament committee and assign tournament roles and volunteer duties as necessary. Chair is responsible for scheduling of tournament, in coordination with ice scheduler, rink manager, and officials.

Growth Coordinator: The Growth Coordinator is responsible to acquire and retain youth hockey players in the 4 to 8 year old age range for local association. Growth Coordinator will work with and be supported by USA Hockey's Programs Services department. There are many opportunities available for growing youth hockey; it is up to the Growth Coordinator in determining what will work in their community.

Public Relations Chair: The Public Relations Chair is responsible for communication to AHAMP members through various outlets, including email, social media, and community partnerships. Public Relations will support the board and executive committee members in getting information out to the AHAMP members, tournament teams, and the community.