



RVHA BOARD OF DIRECTORS DEFINITIONS

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Position Title: President

Position Length of Term 2 year

Essential time commitment Jan-Dec

Position Overview

The President is responsible for ensuring that the Board of Directors and its members: · are aware of and fulfill their governance responsibilities; · comply with applicable laws and bylaws; · conduct board business effectively and efficiently; · are accountable for their performance. In order to fulfill these responsibilities, and subject to the organization's bylaws, the President presides over meetings, proposes policies and practices, sits on various committees, monitors the performance of Directors and Officers, submits various reports to the board, to funders, and to other "stakeholders"; proposes the creation of committees; appoints members to such committees; and performs other duties as the need arises and/or as defined in the bylaws.

Essential Job Functions

Accountability

The President is accountable to the Board of Directors or Members as specified in the bylaws. The President may delegate specific duties to the Executive Director, Board Members and/or committees as appropriate; however, the accountability for them remains with the President.

Meetings

The President ensures that an agenda is planned for board meetings. This may involve periodic meetings with committee chairpersons and the Executive Director to draft annual and meeting agendas and reporting schedules.

Maintaining Relationship

The President ensures that the organization maintains positive and productive relationships with media, funders, donors, and other organizations. In this capacity, the President serves as primary spokesperson for the organization Duties may include:

Signing Officer

The President is normally designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the President may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of organization.

Board Development

The President ensures that structures and procedures are in place for effective recruitment, training, and evaluation of Board Members.

Fund Raising

The President ensures that structures and procedures are in place for securing the resources required by the organization. Depending upon the organization, this may require the President to play a leadership role in fundraising campaigns through personal contributions of services and money.

Delegation

Depending upon the organization's needs and its bylaws, the President may establish or propose the establishment of committees of the Board, and may assign tasks and delegate responsibilities to board committees and/or directors.

Requirements

- Strong communication skills and writing ability
- Good interpersonal skills to interact with member
- Approachable
- Can Do Attitude
- Organized and detail oriented
- Ability to delegate when appropriate
- Commitment to follow-up and follow-through
- Ability to respond quickly to RVHA members

- This document uses the word "ensure" to convey the intent that accountability for the specified responsibilities lies with the President but it is not necessarily the President who carries out the activity. Indeed, we expect that many of these responsibilities will be delegated to board committees, staff, or others including experts retained for a specific purpose. The word "ensure" is not intended to imply any additional source of legal duties beyond those that are required by law

Position Title: Vice President

Position Length of Term 2 year

Essential time commitment Jan-Dec

Position Overview

The Vice President shall provide support, direction and leadership to the entire RVHA community to further ensure a positive experience is had by all players, parents, coaches, officials and fellow Board Members.

Essential Job Functions

- Ensure all Board policies are being followed and understood.
- Review, determine and process RVHA requests for scholarship. Create a general guideline/frame of reference that does NOT need to be posted openly as there is by design some subjectivity in this process.
- Ensure all Board Members have completed the OSHA Consent to be screened for background checks.
- Address RVHA membership concerns, complaints and feedback/input.

Non Essential Job Functions

In the absence of the RVHA President, perform the duties of the RVHA President

Volunteer as needed

Willingness to co-chair/sit on various RVHA committees

Requirements

- Strong communication skills and writing ability
- Good interpersonal skills to interact with member inquiries
- Organized and detail-oriented
- Commitment to follow-up and follow-through unresolved issues
- Ability to respond quickly to RVHA members and vendors

Other Skills and Abilities

Have a positive, optimistic and realistic attitude regarding youth sports.

Willingness to embrace change to ensure the program continues to develop

Position Title: Treasurer

Position Length of Term 2 year

Essential time commitment Jan-Dec

Position Overview

The Treasurer is responsible for overseeing the management and reporting of the RVHA finances and any other duties that may be directed by the Board of Directors. The Treasurer will attend monthly Board of Directors meetings and provide current financial reporting, bank statements and a current list of action items.

Essential Job Functions:

- Prepare full and accurate accounting of all financial records of for RVHA (using QuickBooks, Excel, etc.), including:
 - Checking account balances and reconciliations
 - Detailed Income and Expenses records by team
- Disburse all funds when proper to do so, keeping creditors current and in good standing.
- Prepare financial reports as to the financial condition to the Board of Directors monthly.
- Compile annual report and transmit all financial records to any person elected to succeed them in office of Treasurer.
- Compile and properly store past year accounting records as directed by the Board.
- Ensuring annual tax returns are filed in a timely manner.
- Deposit of all monies and other valuable effects in the name of and to the credit of the RVHA in such depositories as may be designated by the Board of Directors.
- Selection and management of the association's banking relationship with a local financial institution.
- Reconcile monthly bank statements for all of the association's bank accounts.
- Ensure there are two signers on any RVHA bank account at all times. The Board of Directors will approve a voting member of the Board as a secondary signer.
- Assist the Board in the preparation of the association's annual operating budget to be used for planning to meet organization's needs.
- Assist the Board in identifying and communicating the association's long-term financial needs.
- Work with appointed travel team managers to establish annual team budgets based on previous season actual costs as well as a forecast of upcoming season's costs.
- Manage fundraising credits earned for association members to ensure proper and accurate credit is recognized.

Valuable characteristics include:

- Sound understanding of preparation and review of financial information
- Organized and detail-oriented
- Good interpersonal skills to interact with member inquiries
- Commitment to follow-up and follow-through unresolved issues

Position Title: Secretary

Position Length of Term 2 year

Essential time commitment January-Dec

Position Overview

The Secretary is responsible for creating and sending out monthly agendas to the RVHA board prior to the beginning of the monthly meetings. The Secretary is responsible for attending RVHA meetings, formal and informal, then recording and transcribing the minutes of the proceedings. The minutes are distributed through email for the RVHA board for review. The minutes will be motioned for acceptance during the following formal meeting. The finalized minutes are sent to the webmaster for posting on the association website.

Essential Job Functions

- Taking throughout and accurate notes
- Typing all notes into formal minutes
- Send approved minutes to webmaster for posting
- Keeping past agendas and minutes in available binders for reference

Requirements

- Strong communication skills and writing ability
- Good interpersonal skills to interact with member inquiries
- Organized and detail-oriented

Position Title: Coaching in Chief

Position Length of Term 1 year

Essential time commitment-July-March

Position Overview

The Coaching Coordinator is a co-chair position requiring two RVHA Board Members. The Coaching Coordinators are responsible for selecting coaches, maintaining coaching standards and reviewing coaching concerns and feedback.

Essential Job Functions:

- Review, establish and post on RVHA website upcoming season try out plan by August 1 of upcoming season
- Recruit and assign coaching staff for all RVHA teams. This process should be completed by early August for each season.
- Recruit and assign on and off ice helpers for ADM drill nights. This process should be completed by
- early August for each season.
- Coordinate and lead ADM drill nights which includes creating all practice plans, station assignments and assurance that all on and off ice helpers are knowledgeable of the weekly plan.
- Ensure CEP Level, online Modules and background checks consents are completed and up to date for all RVHA coaches.
- Support and participate with all coaches throughout the season, include hosting age group coaches meetings and periodically participating in each team's on ice practice.
- Perform end of season reviews with each team's coaching staff.
- Ensure all coaches have tools for finding and creating practice plans in advance of practices.
- Ensure head coaches are performing pre-season, mid-season and end of season evaluations on all players via standardized document and presentation to parents and players.

Requirements

- Strong communication skills and writing ability
- Good interpersonal skills to interact with member inquiries
- Organized and detail-oriented
- Commitment to follow-up and follow-through unresolved issues
- Ability to respond quickly to RVHA members

Position Title: Fundraising Chair

Position Length of Term: 1 year

Essential time commitment Aug-Jan

Position Overview

The Fundraising Chair is responsible for researching and implementing fundraising programs for the RVHA families. These fundraising opportunities are voluntary and meant to be used to reduce RVHA hockey season fees.

Essential Job Functions

- Act as a liaison with third party vendors
- Confirm quality, pricing, and availability of potential fundraising opportunities
- Establish and maintain order methods
- Maintain accurate records of member payments
- Submitting accurate orders in a timely manner to vendors
- Inventory and order reconciliation within the RVHA and with vendor
- Invoicing and payment within the RVHA and with the vendor
- Provide collected funds to Treasure regularly
- Set up distribution days and times and communicate this information to members
- Provide Web Supporter with fundraising data so that the information can be displayed on the RVHA web site
- Corresponding with RVHA Treasure and Team Treasurers to ensure correct payment amounts for fundraising appropriation

Requirements

- Strong communication skills and writing ability
- Good interpersonal skills to interact with member inquiries
- Organized and detail-oriented
- Commitment to follow-up and follow-through unresolved issues
- Ability to respond quickly to RVHA members and vendors

Position Title: Growth/Retention

Position Length of Term 1 year

Essential time commitment Jan-Dec

Position Overview

This person is in charge of growing and strengthening the RVHA program thru constant recruiting of players and working to ensure that current players stay in the RVHA to help ensure its long term success.

Essential Job Functions

- Recruitment of players- house league, etc
- Communicate information to members to increase sense of ownership in the RVHA
- Inform members of upcoming events and important dates (ie tryouts)
- Survey our families annually to help identify issues and celebrate successes
- Once issues identified, working with families and RVHA to help rectify
- Be a voice for inhouse and travel players/families at board meetings
- Set up social opportunities for player fellowship and growth

Non Essential Job Functions

- Present marketing and communication ideas to the board
- Bring member concerns to the attention of the proper authority
- Help increase membership participation in the RVHA
- Implementing mandatory volunteering

Requirements

MUST be able to communicate well

Able to handle variety of situations discreetly

Comfortable presenting to a group

Other Skills and Abilities

Personable

Organized

Ability to brainstorm

Position Title: Referee-In-Chief

Position Length of Term 1 year

Essential time commitment Sept-March

Position Overview

The Referee-in-Chief shall ensure that all games under the jurisdiction of the Board are officiated by competent, responsible individuals who conduct themselves in accordance with the official rules of the game and the policies and procedures of RVHA.

Essential Job Functions:

- May or may not be a referee or game official, but must have full understanding of the rules and regulations pertaining to game officials.
- Shall assign or ensure a responsible substitute is delegated to assign appropriate officials for all league, play-off and exhibition games under the jurisdiction of the Board (i.e. House League and Travel Team).
- Shall be liaison between the coaches and the person in charge of the assigning to ensure all games to be played under the Board's jurisdiction, either scheduled or unscheduled, obtain appropriate officiating.
- Shall recruit interested persons as required to become officials in OHOA.
- Shall ensure all potential officials are notified of dates and locations of referee's clinics and that they are duly carded with the Referees Association.
- Shall, as required, be responsible to organize and prepare clinics or workshops for OHOA officials/potential officials.
- Shall evaluate and keep records of the conduct, competence and capability of the officials and correct any errors to ensure that the officials can achieve a high standard of respect throughout the Association.
- Shall ensure the officials under his/her jurisdiction abide by the policies and procedures of the Board and by the rules set forth by the Referees Association.
- Shall be responsible for submitting a schedule of game fees to the Board in accordance with the OHOA.
- Shall notify the Hockey Development Director and/or attend the coaches meeting to update all coaches of new rules and rules changes.
- Committee member of Coaches Selection Committee and Discipline and Grievance Committee.

Requirements

Flexibility and organization skills to deal with non-routine issues as they arise, such as late minute game assignments, referee cancellations.

Basic understanding to scheduling

Good organizational skills to prioritize multiple issues at one time.

Good communications skills, both verbal and written.

Time to commit to assigning and scheduling

Familiar with Microsoft Office programs

Position Title: Registrar

Position Length of Term 1 year

Essential time commitment Sept-March

Position Overview

Main responsibilities include managing the USA Hockey registration software; “claiming” all RVHA players, coaches, team managers, and volunteers. Creating the draft rosters and submitting them to the District Registrar for approval. This position also provides important data regarding participation in the RVHA programs.

Essential Job Functions

- Available to attend team meetings/tryouts at the beginning of the season.
- Communicating with coaches, team managers, and parents to ensure that all players are properly registered before they step in the ice for any practices or games.
- Work with team managers to ensure that rosters are submitted to the District Registrar well in advance of any travel.
- Be informed regarding levels of play and other factors affecting how to create the appropriate rosters.
- Prepare a monthly Registration Report to submit to the RVHA board meetings from September through March.

Requirements

- Strong Communication skills
- Good interpersonal skills to interact with members
- Good understanding of USA Hockey’s Rules and Regulations as they apply to registration and team rosters.
- Good understanding of the roles and responsibilities of the RVHA Coach-in-Chief, Head Coaches of the teams, and Team managers.
- Organized and detail oriented
- Will need to learn to use the USA Hockey registration software

Position Title: Risk Manager

Position Length of Term 1 year

Essential time commitment Aug-March

Position Overview

The Risk Manager/SafeSport Coordinator shall provide support, direction and leadership to the entire RVHA community to further ensure a positive and safe experience is had by all players, parents, coaches, officials and fellow board members. Responsibilities also include monitoring SafeSport compliance throughout all

teams and board members. Player safety is to remain the focus of SafeSport.

Essential Job Functions

- Ensure all risk and safety related Board policies are being followed and understood.
- Ensure the documented RVHA locker room policy and USA Hockey SafeSport initiatives are understood and being adhered to.
- Chair the RVHA Discipline Committee, perform investigations and follow up as required.
- Ensure all Board Members, Coaches, and Volunteers have completed the background checks from OSHA.
- Ensure all Board Members, Coaches, and Volunteers with access to locker rooms have completed the SafeSport training.
- Educate all Players, Parents, and Coaches on travel team etiquette and safety.
- Perform investigations into claims against RVHA Players, Coaches and Members as needed without prejudice.
- Address RVHA membership concerns, complaints, feedback, and input.

Non Essential Job Functions

Volunteer as needed to execute essential functions.

Willingness to co-chair/sit on various RVHA committees

Requirements

- Successfully complete background investigation and SafeSport training.
- Strong communication skills and writing ability.
- Ability to address potentially sensitive topics effectively.
- Good interpersonal skills to interact with player, parent and member inquiries.
- Organized and detail-oriented.
- Commitment to follow-up and follow-through unresolved issues.
- Ability to respond quickly to RVHA members and vendors.

Other Skills and Abilities

Have a positive, optimistic and realistic attitude regarding youth sports.

Willingness to embrace change to ensure the program continues to develop.

Position Title: Scheduler

Position Length of Term 1 year

Essential time commitment Aug-March

Position Overview

The Scheduler shall be responsible for the creation and updating of the master ice schedule for both practice ice and game ice for all teams involved in the Association.

Essential Job Functions

- The Scheduler will be responsible for scheduling activities for RVHA, from the first day of the season to the last day of the season.
- The Schedulers shall set up a schedule for ice ensuring that all teams are given equal consideration for ice time.
- The Scheduler will incorporate approved clinics and activities into the schedule.
- The Scheduler will notify the webmaster of the schedule so it can be posted on the website, and provide schedules for Coach-in-Chief, Ref-in-chief, and the rink Manager.
- The Scheduler will make all necessary schedule changes, and notify all people involved in such changes.
- All Coaches and/ or Teams Reps must notify the Scheduler of any schedule changes.

Requirements

Strong communication skills

Good interpersonal skills to interact with the rink manager and the Ref-in-Chief

Organized and detail-oriented

Position Title: Team Manager Chair

Position Length of Term: 1 year

Essential time commitment July-April

Position Overview

This position is responsible for supporting the team managers and acting as a liaison between the RVHA and the managers. This individual is an important resource for managers.

Essential Job Functions

- Communicate board decisions to team managers
- Ensure that the Team Manager Handbook is current yearly
- Coordinate 50/50 raffles and skate-out with the Spartans
- Coordinate Picture Day with all RVHA teams
- Develop schedule of proposed ice times with coaches at all levels
- Manage ice time availability and assist RVHA President in procuring initial head-to-head ice slots
- Ensure that managers understand the importance of their roles and have the tools, resources and information to succeed
- Ensure managers are enforcing safe sport guidelines

Requirements

- Strong communication and organizational skills
- Detail-oriented and prepared
- Recognize and solve problems quickly
- Ability to respond efficiently to RVHA members, managers and board
- Previous manager experience not required but highly recommended

Position Title: Tournament Managers/Home and Away

Position Length of Term 1 year

Essential time commitment Jan-Dec

Position Overview

The Tournament Manager is responsible for coordinating all tournaments/jamborees being hosted by the association along side the individual tournament directors. They are also responsible for locating leveled tournaments teams can travel to and present that list to coaches/coach in chief/ Hockey director.

Essential Job Functions

- Coordinate tournament dates with teams and ice rink
- Create flyer to advertise tournaments
- List tournament on applicable websites and with OSHA
- Coordinate acquisition of volunteers
- Order awards for tournament
- Work with teams on fundraising, concessions, registration, and on-ice requirements
- Liaison with entering teams
- Serve as point of contact on tournament weekend
- Work as single point of contact with ice rink manager
- Locate and present away tournament options to Coach-in-Chief

Non Essential Job Functions

Assist with other committees/board functions

Provide support to teams managers/answer questions

Requirements

- Strong communication skills and writing ability
- Good interpersonal skills to interact with member inquiries
- Organized and detail-oriented
- Friendly and sociable to serve as RVHA host

Other Skills and Abilities

Adapt to changing situations

Ability to solve conflicts quickly and efficiently

Position Title: Webmaster

Position Length of Term 1 year

Essential time commitment Jan-Dec

Position Overview

The Webmaster is responsible for the design and management of the Association's website and social media accounts and distribution of information to the Association membership.

Essential Job Functions:

- create and administer pages on the website via the online site administration tools provided by the website host;
- manage website administrator accounts and privileges;
- work with the registrar and treasurer to facilitate online registration;
- distribution of association news announcements and emails;
- posting of evaluation results and coaching assignments in a timely fashion.

Requirements

Strong communication skills and writing ability

The Webmaster does not need to be familiar with html markup, but significant experience with Microsoft Excel and Word is recommended.