Hopkins Youth Hockey Association

Board Position Descriptions

Position: President

Position Description: Two (2) year term. Ensure that all activity required for the HYHA to successfully run each hockey season is completed in an effective, appropriate, and timely manner.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	• Set agenda and facilitate board meetings • Member of all Board committees	• Respond to parent / coach / player issues as appropriate
May		
June		• Coach's Selection Committee Meetings
July		• Coach's Selection Committee Meetings
August		• Coach's Selection Committee Meetings
September		• Coach's Selection Committee Meetings • Approve waiver requests in / out
October		• Approve waiver requests in / out
November		• Approve waiver requests in / out
December		
January		• Facilitate Nominations process
February	• Promotes HYHA Board Positions	• Facilitate Nominations process
March	• Present Proposed Nominations	
April	• Conduct Vote on Proposed Nominations	

Hopkins Youth Hockey Association
Board Position Descriptions

Position: Vice-President

Position Description: Two (2) year term. Attends all meetings of the Board of Directors and is the District-3 HYHA Representative. The Vice-President attends all monthly District-3 meetings and reports back to HYHA board on District-3 initiatives. As District-3 representative, the Vice-President is responsible for coordinating with the HYHA Tournament Director, and hosting HYHA teams in the District-3 Tournaments preparation at the end of the season. The Vice-President is responsible for steering the HYHA player scholarship programs which include contact, documentation, review, and approval of player scholarships. In the event of the absence or disability of the HYHA President, the Vice-President shall succeed to his/her powers and duties.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	• Reports to HYHA Board all pertinent information from District-3 meeting	• Attends all District-3 meetings on the second Wednesday of every month
May		
June	• Reports to HYHA initiatives for coming seasons scholarship programs	
July		
August		• Handles the processing of player scholarship applicants
September		• Provides HYHA Team declarations to District-3
October		
November		
December		
January		• Attends District -3 President and D-3 Rep. meeting • Works with District-3, HYHA Tournament Director, and hosting HYHA teams to prepare for D-3 Tournaments
February	• Promotes HYHA Board Positions	• Attends District-3 Tournament Parings Meeting
March		
April		• Attends District-3 Annual Banquet

Hopkins Youth Hockey Association
Board Position Descriptions

Position: Secretary

Position Description: Two (2) year term. Attends all meetings of the Corporation and records all minutes. Secretary is responsible for giving proper notice of all meetings and may be asked to perform other duties as prescribed by the Board of Directors.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	• Take meeting minutes at each board meeting • Attend special meetings as required	• Distribute all meeting minutes via e-mail to all board members every month • Gather agenda items and distribute via e-mail agenda for meeting every month
May		
June		
July		
August		
September		• Secure meeting place for travel meeting
October		
November		
December		
January		
February	• Promotes HYHA Board Positions	
March		
April		

Hopkins Youth Hockey Association
Board Position Descriptions

Position: Treasurer

Position Description: Two (2) year term. Responsible for keeping accurate accounting of all monies received or disbursed within HYHA.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	• Distribute monthly financial statements, comparison with budget	• Deposit all monies • Pay all invoices • Distribute Monthly Ice Time to Team Managers for review • Reconcile monthly bank statements • Prepare monthly accounting • Distribute monthly bank statements to all Team Managers • Review and maintenance of all insurance policies
May		
June		• Prepare end of the fiscal year (May 31st) financial statements and general ledger
July		• Prepare annual budget
August	• Present annual budget for Board review and approval	• Prepare Federal tax return due by October 15th (Due by October 15th)
September		• Update CyberSport for all registration fees and concession deposits • Deposit all registration fees • Submit concession deposits with listing to Concession Manager • Review and update Estimated Team Costs • Process all credit card payments
October		• Meet with Team Managers to: 1. Signature cards for checking accounts 2. Distribute checkbooks 3. Review Team Manager procedures and responsibilities 4. Distribute Estimated Team Costs Recap • Form 990 Federal tax return due by October 15th or File Form 8868 3-Month Extension to file • Review and update procedures for Thanksgiving Tournament
November		• Cash boxes for Thanksgiving Tournament • Collect and deposit monies from Thanksgiving Tournament (both weekends) • Bill teams for team tournaments and Oct ice time
December	• Present Thanksgiving Tournament Revenues and Expenses to Board • Recommend Tournament Credit for Board approval	• Prepare analysis of Thanksgiving Tournament Revenues and Expenses
January		• Form 990 Federal tax return due by January 15th if filed Form 8868 • Bill teams for Nov and Dec ice time, including a portion of Tournament Credit

February	• Promotes HYHA Board Positions	
March		• Bill team for Jan, Feb, and Mar ice time • Collect amounts due from all teams
April		• Collect all team checkbooks • Reconcile all team checkbooks

Hopkins Youth Hockey Association
Board Position Descriptions

Position: Registrar

Position Description: Two (2) year term. The Registrar is responsible for HYHA player, coach, and team registration/rosters to Minnesota and USA Hockey. The Registrar works closely with District 3 and HYHA Affiliates to complete proper documentation and verification of all coaches, players, and team rosters. The Registrar also represents HYHA at all District 3 Registration and Roster Verification meetings.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	• Attends all monthly HYHA Board meetings and provides updated registration information and numbers • Trains future HYHA registrar candidate for next season	• Works closely with HYHA President with player waivers from August to late December • Works closely with HYHA Treasurer with Registration finances • Provides up-to-date registration information to Communications Director for website placement • Provides Team Managers with Team/Coaches stickers for game sheets
May	• Provides predicted registration numbers for Mites, Girls, and Boys programs for the new season • Makes recommendations to the Board with approval for Registration dates and fees for the new season	• Works with Mite Coordinator to begin promotion of mite registration within the school district • Works with Communication Director with possible online registration
June	• Reports on upcoming Registration dates, location, and fees	• Updates all registration paperwork for new season • Works with Communications Director to update website information for new season • Book Hopkins Pavilion room for onsite registration in August • Helps Mite Coordinator to promote Mite registration in schools
July	• Reports on upcoming Registration dates, location, and fees	• Mail out Registration materials to all returning players
August	• Attend District 3 “Kick Off” Registration Coordinator meeting	• Collect all monies and registration documents including player birth certificates and Coaches CEP cards • Run Open Registration on appointed dates with volunteers, Boys, Girls, and Mite coordinators present • Online registration • Begin registering player and Coaches to USA Hockey
September	• Attends HYHA Coaches meeting to discuss CEP certification criteria • Declaration of HYHA teams to District 3	• Continues to register players and coaches to USA Hockey • Send follow-up letters to those players/coaches missing monies and/or crucial documentation • Verifies school and residency of all registered players

October	• Attends HYHA parents meeting to discuss registration information	• Works with Communications Director and Girls/Boys Coordinators during try-outs to help post A&B pools and create/post final team rosters • Continues to register players and coaches to USA Hockey • Continues to collect over due player birth certificates, monies, and Coaches CEP cards • Continue to verify school and residency criteria for all players • Provide Team Coaches/Team Managers with player and team information via excel/pdf files via e-mail and disk • Provides Concession Coordinators with Team roster files for volunteer assignments • Provide all Team Managers with team/coaches labels for game sheets • Have all players/coaches sign team rosters • Create team binders for District 3 roster verification
November	• Attends the 3 scheduled District 3 roster verification meetings to roster and verify all HYHA Boys/Girls team binders	• Give all verified and rostered team binders to team managers • Continue to create team binders for District 3 roster verification • Works with HYHA Tournament Director and District 3 Director and oversees Roster verification of all teams before/during the HYHA Thanksgiving Tournament. • Late November: Declare Junior gold team if numbers warrant
December	• Early December: Attend District 3 roster verification for Mites and Junior Gold teams • Late December: Attend final District 3 roster verification "clean up".	• Register and roster Junior Gold team. Create Junior Gold team binder
January	• Attend final District 3 Registration Coordinators meeting	• Waiver report given to HYHA President for season
February		• Provide predicted numbers for all levels girls/boys for future season to High school coaches • Provide requested mailing labels to High school coaches for upcoming spring/summer clinics
March		• File and clean up registration documents, reports, and financials from the present season • Help recruit volunteers for registration for next season
April		• File and clean up registration documents, reports, and financials from the present season • Help recruit volunteers for registration for next season

Hopkins Youth Hockey Association

Board Position Descriptions

Position: Boys Travel Coordinator

Position Description: Two (2) year term. Coordinates all boys travel team activities for HYHA.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	• Holds a board position and attends regular meetings	• Oversees boys travel teams throughout the season, including players, coaches, and parents • Ongoing contact with coaches
May	• Helps incoming transition for new Travel Coordinator when term is complete	• Identifies number of coaches needed for all boys travel teams. Place ads, as necessary
June	• Presents returning coaches to board for approval • Review Travel Policy, recommending changes for board approval	• Coordinates selection of coaches for upcoming season, through interview process, in conjunction with coaches selection committee
July	• Presents coaches to board for approval • Works with Ice Coordinator and Registrar for scheduling of pre-season clinics and tryouts	• Coordinates the pre-season clinics, tryouts, and team selection for all youth boys, Squirt and up • Establishes / reviews selection criteria and tryout process
August	• Presents selection criteria and tryout process to the board • Works with board at time of registration and attends registration dates • Works and reports closely with Registrar regarding number of players for determination of travel teams • Reports on status of sign-up and deals with areas that need to be addressed during the process • Works with Ice Coordinator	• Coordinates scheduling "away" tournaments along with coaches • Maintains pre-season clinic listings, adjusting players as necessary for equal distribution per session • Coordinates and leads pre-season coaches' meeting
September	• Finalizes Travel Policy through board approval	• Maintains pre-season clinic listings, adjusting players as necessary for equal distribution per session • Verifies players against pre-season clinic listings • Schedules players for tryout times and posts listing at the Pavilion and HYHA Website • Schedules mandatory Parent Meeting for all youth boys, Squirts and up. Schedules board member speakers. Coordinates copies of Travel Policy for distribution at the Parent Meeting
October		• Oversees tryout process • Coordinates the posting of travel teams at the Pavilion • Coordinates and leads Parent Meeting • Distributes travel team lists to Registrar and Tournament Director
November		• Travel League play begins • Promotes coaches' clinics, goalie clinics, and special events • Promotes HYHA fundraising • Promotes communication through use of HYHA Website and message board
December		• Holds a mid-season coaches' meeting

January		
February	• Promotes HYHA Board Positions	
March	• End of year report to board • Recommendations for upcoming season	
April		• Contact existing coaches to determine whether they intend to coach during the upcoming season

Hopkins Youth Hockey Association
Board Position Descriptions

Position: Girls Coordinator

Position Description: Two (2) year term. Coordination of all Girls Youth Hockey related activities for HYHA.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	• Holds a board position and attends regular meetings	• Represents Girls HYHA at District 3 Meetings held with other Girls Coordinators • Chairs the Coaches "Leadership Team" of Coaches from both the High School and girls youth teams. Meetings are held 6X per year
May		• Oversees the summer program and advises age group participation on summer league teams
June		
July		• Coordinates the preseason clinics, tryouts and team selection for all youth girls • Establishes/reviews selection criteria and tryout process.
August		• Coordinates Coaching selection for upcoming season
September	• Works with board at time of registration and attends registration dates • Reports on status of sign - up and deals with areas that need to be addressed during the process	• Coordinates and leads Fall pre-season parent meeting • Works with Tournament Director to Coordinate Thanksgiving Tournament • Coordinates scheduling "away" Tournaments along with coaches
October		• During the season, engages with the coaches on development of the girls
November		
December		• Holds a mid-year coaches meeting
January		
February	• Promotes HYHA Board Positions	• Completes a review of all required paperwork and equipment returned to the Association
March		
April		

Hopkins Youth Hockey Association
Board Position Descriptions

Position: Tournament Director

Position Description: Two (2) year term. Coordinate annual Thanksgiving tournament as well as any other tournaments throughout the year.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	• Report to Board on status of Tournament activities.	
May		
June	• Decide on tournament fee / solicit volunteers to chair tourney positions	• Draft invitation and tournament forms
July		• Send out invitations to teams from last year. Write and submit ad to Let's Play Hockey. Start spread sheet on teams. Work with girl's coordinator.
August	• Approve ice times and rules for tournament.	• Work on ice times and game times. Finish all acceptance forms. Send out forms to new team contacts.
September	• Decide on # of Hopkins teams participating in tournament.	• Choose volunteers for the areas needed. EMT's, Referee's, Headquarters, and schedulers. Choose items for player souvenirs, t-shirt design, and trophies. Send team conformations. Get tournament application permit sent and attend tournament chair district meeting. Start team bracketing. Meet with sponsor chair and start soliciting ads for program. Find volunteers to work on program. Make headquarters schedule.
October	• Update	• Prepare for parent meeting. Get final travel player count. Work with schedulers to put together tournament parent volunteer boards. Send out roster, rules and bracket info to participating teams. Check with team managers that all parents have signed up to work. Obtain all team rosters.
November	• Update and ask for any last minute help	• Finalize all details of tournament. Finish and proof program. Have bracket boards made. Finalize volunteer hours. Review Parent assignments for holes. Distribute schedule to all teams. Assembly team bags. Communicate with all teams any last minute changes. Pick up trophies and t-shirts. Order walkie-talkies. Sew up any lose ends. Be at arenas as much as possible. Be available during entire tournament to answer any questions or solve ay problems. Have fun!
December	• Discuss profit/ lose of tournament	• Obtain income and expense statement
January	• Get final figures; discuss necessary changes for next year.	
February	• Promotes HYHA Board Positions	
March		

April		

Hopkins Youth Hockey Association
Board Position Descriptions

Position: C-League Coordinator

Position Description: Two (2) year term. Coordinates all C-League activities throughout the year, keeping C-League coaches, team managers, and parents informed about HYHA programs. Responsible for the selection of Coaches, Coach Education, and organizing Teams. Represents HYHA at the District 3 C-League level.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	• Attends regular monthly scheduled HYHA Board meetings • Keeps Board updated on C-League programs and activities	• Represents HYHA at District 3 C-League meetings and activities • Informs and updates C-League Coaches, Team Managers, and Parents of HYHA programs and activities. Promotes the use of the hopkinshockey.com web site and message board
May	• Help incoming transition for new C-League Coordinator when term is filled	
June		• Promote HYHA Golf Tournament
July		• Coordinates C-League Participation in the Hopkins Raspberry Festival
August	• Attends HYHA Registration and Promotes Hopkins C-League Hockey and HYHA clinics	• Represents HYHA at District 3 C-League Kick-Off Meeting
September	• Works and reports closely with Registrar and Travel Team Coordinator during and after try-outs. Addresses "player numbers" and coordinates the formation of C Teams at Bantam, Peewee, and Squirt levels • Coordinates selection of Coaches for upcoming season with HYHA Board approval	• Works with Tournament Director and Ice Coordinator to create Possible Thanksgiving C-League Tournament
October	• After "Try-Outs" posts C-League player list at same time as Travel Teams at Hopkins Pavilion	• Helps with C Team organization, registration, and proper Coaches certification/education. • Coordinates C-League Team Managers meeting for Duties and Responsibilities • Promotes pre-season parent meetings • Promotes the use of Hopkinshockey.com Web Site and message board • Attend District 3 C-League Ice scheduling with Ice Coordinator. Schedule games during week not on weekends This helps C teams during HYHA Ice Draft • Inform C-Teams of Tournaments / Scrimmages
November		• Attend District 3 C-League Coaches / Team managers Meeting • C-League play begins • Promote coaches' clinics, goalie clinics, and special events • Promote HYHA fundraising
December		• Keep open communication with Coaches / Managers
January		

February	• Promotes HYHA Board Positions	• Attend District 3 C-League End of Season Meeting • If hosting District 3 Tournament, works with Tournament Director, Ice Coordinator and District 3 C-League Coordinator
March	• End of Year Report to Board • Recommendations for next year	• End of season communication with C-League Teams • If hosting District C Tournament: Oversees Tournament and reports to District 3 C-League Coordinator • Promotes Spring, Summer, and Fall hockey • Promotes C-League Involvement for the Nomination of HYHA Board Members
April		• Promotes C-League involvement in the Election of HYHA Board

Hopkins Youth Hockey Association
Board Position Descriptions

Position: ACE Coordinator

Position Description: Two (2) year term. The ACE Coordinator represents HYHA's commitment to effective coaching. The ACE Coordinator supports coaches within HYHA by promoting, developing, and improving the coach's understanding of educational and training resources available to them through HYHA, Minnesota Hockey, and/or USA Hockey.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	• Holds a board position and attends regular meetings	• Oversees the coaching education effort in the Association • Ongoing contact with division coordinators
May	• Helps incoming transition for new ACE Coordinator when term is complete	
June		• Assists, as appropriate, with the identification and selection of coaches for upcoming season
July		• Assists, as appropriate, with the pre-season clinics, tryouts, and team selection for all youth boys, Squirt and up • Assists in the tryout selection criteria and tryout process
August		
September		
October		• Communicate dates / times / locations of coaching certification sessions • Promotes coaches' clinics, skills clinics, goalie clinics, and special events
November		
December		
January		
February	• Promotes HYHA Board Positions	
March	• End of year report to board • Recommendations for upcoming season	• Coordinate the year-end player evaluations to be completed by all coaches to assist with the upcoming season tryout process
April		

Hopkins Youth Hockey Association

Board Position Descriptions

Position: Equipment Coordinator

Position Description: Two (2) year term. Purchase, distribute, and retrieve HYHA equipment.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	• Report to board on the status of equipment concerns	• Organize equipment to make sure it is available for the hockey season
May	• Report status / budget / equipment purchase source discussion	• Obtain bids for up-coming season's equipment
June	• Review bids w/board and select vendor	• Order equipment from selected vendor
July	• Report status - update trophy case	• Check order status
August	• Report status	• Check order status
September	• Talk about equipment needs	• Inventory equipment delivered for up-coming season
October	• Report on issue concerns	• Issue equipment for season
November		• Monitor team equipment needs
December		• Monitor team equipment needs
January		• Monitor team equipment needs
February		• Send out equipment return procedure letter
March	• Report on equipment collection letter and status	• Collect HYHA equipment from the season - inventory and store it
April	• Report on inventory collection problems	• Collect HYHA equipment – fine teams individuals not returning equipment

Hopkins Youth Hockey Association
Board Position Descriptions

Position: Ice Coordinator

Position Description: Two (2) year term. Secure and schedule all HYHA ice for all association activities. Schedule all district games for all levels. Secure insurance documentation for ice arenas which are utilized by the association.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	• Monthly update of ice time	• Schedule ice times as needed by HYHA • Print invoices for all teams to be billed by the 5th of the following month. Distribute the invoices to the Treasurer • Secure ice time for HYHA to utilize
May		• Discuss with ice arenas the hours required for the upcoming season
June		• Secure contracts for ice for the upcoming season with the main ice arenas (Hopkins Pavilion and Minnetonka) • Set up clinic and try-out times to be coordinated with the Travel Coordinator and Girls Coordinator
July		• Secure ice times from secondary ice arenas (Breck, Blake, Mariucci, etc.)
August		• Finalize all contracts for the upcoming season • Secure and submit the proper insurance documentation for the ice arenas • Secure ice times for the Thanksgiving Tournament (both weekends)
September		• Schedule practice sessions for the first part of the season for all teams • Attend district travel scheduling meeting to schedule all travel level district games
October		• Attend scheduling meetings for Girls and C League district games • Schedule practice times for all teams for the next part of the season • Prepare for the ice draft
November		• Schedule the ice draft so all teams can select their own practice schedule • Get ice times ready for the ice draft • Facilitate the ice draft meeting • Schedule the district tournament that will be hosted by HYHA • Distribute drafted ice times schedules to all teams
December		• Schedule additional ice times as needed by HYHA teams
January		• Schedule additional ice times as needed by HYHA teams • Secure and schedule practice times for teams in late February/early March
February	• Promotes HYHA Board Positions	• Schedule additional ice times as needed by HYHA teams
March		• Schedule additional ice times as needed by HYHA teams

April	• Distribute end of year statistics for ice time used by HYHA for the season	• Compute end of year statistics for ice time used by HYHA for the season

Hopkins Youth Hockey Association
Board Position Descriptions

Position: Outdoor Ice Coordinator

Position Description: Two (2) year term. The Outdoor Ice Coordinator oversees all coordination, maintenance and scheduling for the outdoor rink at the Hopkins Pavilion. This includes organizing HYHA members to assist with ice maintenance and coordination of agreements with the City of Hopkins.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	• Attends all regular board meetings	
May	• Present outdoor ice budget for upcoming winter season	
June		
July		
August		
September		• Coordinate maintenance, if any, of outdoor rink area
October		
November		• Work with City of Hopkins personnel to secure on-site storage of tractor for upcoming winter season
December		• Manage outdoor ice maintenance and scheduling
January		• Manage outdoor ice maintenance and scheduling
February		• Manage outdoor ice maintenance and scheduling
March		• Coordinate end of season maintenance and storage of tractor
April		

Hopkins Youth Hockey Association
Board Position Descriptions

Position: Mite Coordinator

Position Description: Two (2) year term. Coordinates all termite, mite, and advanced mite activities throughout the season directing parents and keeping them informed about the program. Coordinate Mite clinics, evaluations, and team placement. Involved with Mite registration, team organization, coach selection and education, and Mite Day.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	• Holds a board position and attends regular meetings • Keeps Board updated on all Mite programs and activities	• Oversees mite teams throughout the season, including players, coaches, and parents • Ongoing contact with coaches
May	• Helps incoming transition for new Mite Coordinator when term is complete	• Prepare promotional material for distribution to elementary schools • Submit promotional material to Hopkins IDS 270 for approval to distribute to elementary schools • Distribute flyer to elementary schools
June		• Contact Raspberry Festival regarding HYHA players in Raspberry parade. Register HYHA • Promote HYHA Golf Tournament
July		• Coordinates Mite participation in the Hopkins Raspberry parade • Requests database from Hopkins IDS 270 for all Mite age students • Prepare promotional material for distribution to elementary schools • Submit promotional material to Hopkins IDS 270 for approval to distribute to elementary schools • Mail promotional material to all Mite age students per database
August		• Distribute flyer to elementary school • Coordinates and schedules Mite clinics with Ice Coordinator, HHS Boys Coach, and Registrar • Helps with Mite organization, registration, and proper Coaches certification and education
September		• Maintains per-season clinic listings • Verify players against pre-season clinic listings • Schedules players for evaluation times and posts listing at the Pavilion and HYHA website. Mails individual letters to all Mites players
October		• Coordinates evaluation process, including securing evaluators • Oversees evaluation process • Identifies all coaches • Prepares team placement for all Mite players. Prepares team rosters. • Contacts coaches, distributes team roster • Coordination of ice time for the season with Ice Coordinator. Schedules all practices/games for the season • Coordinates with District 3 for schedule of advanced mite games

November		• Promotes communication through use of HYHA Website, message board, and Blueliner
December		• Coordinates coaches clinics and meetings
January		• Prepare for Mite Day
February	• Promotes HYHA Board Positions	• Coordinates Mite Day
March	• End of year report to Board • Recommendations for upcoming season	
April		

Hopkins Youth Hockey Association
Board Position Descriptions

Position: Volunteer Coordinator

Position Description: Two (2) year term. Responsible for the establishment and monitoring of a system of volunteer efforts by all HYHA parents. Establishes a listing of all needed volunteer service projects, including, but not limited to, tournaments, team management, and fundraising events.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	• Holds a Board position and attends regular meetings • Keeps Board updated on volunteer activities	• Establishes a volunteer listing of all HYHA parents, which shall include their volunteer efforts • Establishes listing of all needed volunteer service projects and Board subcommittees • Oversees team managers
May		
June		
July		• Coordinate with Registrar to secure volunteers during Registration
August		• Assist at Registration to secure volunteers for the upcoming season
September		• Coordinate with Registrar to compile a volunteer listing
October		• Coordinate with Tournament Director for determination of volunteers needed during Thanksgiving Tournament • Coordinate with Treasurer and meet with Team Managers to discuss Team Manager procedures and responsibilities
November		
December		
January		• Coordinate with Mite Coordinator to secure volunteers during Mite Day
February	• Promotes HYHA Board Positions	
March		
April		

Hopkins Youth Hockey Association
Board Position Descriptions

Position: Communications Coordinator

Position Description: Two (2) year term. Monitors all information distributed through the HYHA Website, establishes links to other websites and additional functionality within HYHA Website. Responsible for the coordination of all printed material, including Blueliner, email, and telephone.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	• Holds a Board position and attends regular meetings • Keeps Board updated on Communication activities	• Oversees HYHA Website throughout the year. • Promotes use of HYHA Website • Monitors all information distributed through the HYHA Website • Maintains an email listing for all HYHA members • Distributes communication via email
May		• Identify website enhancements and/or maintenance items needing technical assistance from the HYHA website provider
June		• Implement and monitor website enhancement and maintenance activity
July		• Implement and monitor website enhancement and maintenance activity
August		• Oversees HYHA Website information at Registration
September		• Update Website with clinic schedules and tryout & evaluation schedules
October		• Assists with teams on team webpages • Posts team selections after Tryouts are completed
November		• Update and keep website current
December		• Update and keep website current
January		• Update and keep website current
February	• Promotes HYHA Board Positions	• Update and keep website current
March		• Update and keep website current
April		• Update to HYHA Website of new Board members

Hopkins Youth Hockey Association

Board Position Descriptions

Position: Fundraising/Sponsorship Coordinator

Position Description: Two (2) year term. Coordinates all fundraising projects HYHA wishes to undertake and contacts local businesses for sponsorship. Fundraising Coordinator oversees Concession Stand Manager and Booster Club.

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	• Holds a Board position and attends regular meetings • Keeps Board updated on Communication activities	• Coordinates fundraising projects throughout the year, excluding HYHA tournaments • Solicits local businesses for sponsorship for all teams • Oversees Concession Stand Manager • Oversees Booster Club Coordinator
May		• Identify fundraising needs for HYHA • Make recommendations to the Board for the upcoming year for fundraising activities
June		• Schedule various events, as necessary • Secure Booster Club Coordinator • Secure Concession Stand Manager
July		•
August		•
September		• Prepare sponsorship letters
October		• .
November		• Update sponsorship board at Hopkins Pavilion
December		•
January		•
February	• Promotes HYHA Board Positions	•
March		• Review Booster Club revenues • Review Concession Stand revenues
April		•

Hopkins Youth Hockey Association
Board Position Descriptions

Position: Gambling Manager

Position Description: Responsible for the day-to-day activities of the HYHA gambling operation. The Gambling Manager supervises all the gambling activity and the personnel who help run the operation. Duties include, but are not limited to:

- Supervising, hiring, firing, and disciplining all gambling employees
- Determining the product to be purchased and put into play
- Reviewing & monitoring the conduct of games
- Verifying all receipts, all disbursements, and all inventory
- Supervising all licensing & reporting requirements
- Assuring the organization is in compliance with all lawful gambling statures & rules
- Assuring that illegal gambling is not conducted at any permitted premises
- Assure that required reports are properly filed with the MN Gambling Control Board, the MN Dept of Revenue, the IRS, and the City of Hopkins
- Establishment, implementation, and documentation of the accounting & administrative controls

Schedule of Responsibilities:

Month	Board Meeting Action	Non Board Meeting Activity
Ongoing / Monthly	• Report monthly operating results • Obtain approval of Allowable & Lawful Purpose expenditures • Communicate with the Minnesota Gambling Control Board, MN Dept of Revenue, or City of Hopkins	• Supervision of employees and gambling operation • Audit/review of games in play • Assure inventory & cash accuracy • Preparation of monthly cash disbursements • Preparation of monthly G-1 and timely filing of all required reports (by the 20th of each month.) • Report & make recommendations at monthly Pull-tab committee meeting • Management of Lessor relationship • Participate in Continuing Education classes (once per licensed year)
May		• Federal & State tax returns due on 15th
June		• Annual audit due to MN Dept of Revenue
July		
August		
September		
October		
November		
December		• Ascertain calendar YTD profitability and make required disbursements in order to eliminate profitability and taxes
January		
February	• Promotes HYHA Board Positions	• Work with CPA to complete audit & tax returns
March		• Work with CPA to complete audit & tax returns
April		• Work with CPA to complete audit & tax returns