

# **Hyland Hills Hockey Association**

## **Member of the Board of Directors**

### **Job Description and Expectations**

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Hyland Hills Hockey Association so as to support the organization's mission and needs.

**Mission:** Become ambassadors of youth hockey while developing players to reach their maximum potential. Have respect and love for the game while acting with integrity, fairness, and honesty.

#### **\*Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

*\*Members of the board share these responsibilities while acting in the interest of Hyland Hills Hockey Association. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

**Length of term:** Two years

#### **Meetings and Time Commitment:**

- The board of directors meet on the second Monday of the month, 6:00 p.m., at ICAP Party Room. Meetings typically last 2 hours.
- The board of directors meet by phone conference twice a month or as needed. Conference calls typically last one hour.
- Committees of the board meet an average of 12 times per year, pending their respective work agenda.
- Board members are asked to attend special events or meetings per year, as they are determined.
- Must be available via email to discuss and vote on association matters.

#### **Expectations of Board Members:**

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by Hyland Hills Hockey Association mission, objectives, and programs.
- Help communicate and promote Hyland Hills Hockey Association mission and programs to the community.
- Become familiar with Hyland Hills Hockey Association finances, budget, and financial/resource needs.
- Understand the policies and procedures of Hyland Hills Hockey Association.