



Minnesota Hockey

DESCRIPTION OF JOB RESPONSIBILITIES & EXPECTATIONS

POSITION: Tier 1 Committee Chair

STATUS: Volunteer - Advisory Board Position – Appointed

REPORTS TO: Minnesota Hockey Board of Directors

PREPARED BY: Dave Margenau

DATE: April 2015

SUMMARY:

Provide leadership for Tier 1 hockey in Minnesota, under the guidance of and as authorized by the MH Board of Directors.

ESSENTIAL RESPONSIBILITIES:

1. Chair the Tier 1 Committee which has the responsibility for all matters pertaining to Tier 1 teams and Tier 1 leagues.
2. Act as the “proper authority” and “proper disciplinary authority” for all purposes contemplated by the rules of USA Hockey and Minnesota Hockey in all matters involving Tier1 teams/leagues.
3. Act as the chair of the USA Hockey Minnesota District National Championship playoffs, including organizing, scheduling and administrating the playoffs.
4. Serve as a member of the Hockey Operations Committee.
5. Serve as the liaison to other groups having interest in Minnesota Tier 1 hockey.

QUALIFICATIONS:

Should have a minimum of three years of Minnesota Hockey programs administrative responsibilities experience.

Should have an interest in the sport of ice hockey, together with the ability and willingness to devote the required time to properly discharge the responsibilities of this position.

Should have experience as a Minnesota Hockey, Minnesota Hockey District and/or local hockey association board member or officer.

Should have outstanding leadership, organizational and communication skills.

This is a volunteer position, without any pay or benefits. The following business expenses, as they pertain to Minnesota Hockey business, are eligible for reimbursement:

- Minnesota Hockey authorized meeting attendance, including meals, lodging and travel
- Postage
- Phone
- Computer expense
- Office supplies

Time Commitment: Off Season – 8 – 10 hrs. per month

Season – 6 - 8 hrs. per week