

To: All Club Members

Email Title: Open Board Positions – Call for Interested Individuals – Deadline FEBRUARY 15TH, 2018

Procedure: Call for nominations for Open Board Positions. Majority of the Board vote will designate the individual into the position.

Any questions on the job descriptions, please reach out to our Club President, Dan Granata, at dan_granata@yahoo.com or 916-397-4699. You can also reach out to our Club Secretary, Marliese Lawson, at marliesel@yahoo.com

If you are interested, please email your qualifications & resume & references as they fit the job descriptions below to Club Secretary, Marliese Lawson, at marliesel@yahoo.com. Such qualifications need to be received by **February 15th by midnight**. Resume needs to be submitted as it matches with job line item descriptions.

Open Board positions & responsibilities include the following:

President – (Two Year Term - until April 2020) (Approximately 20-25 hours per week)

Coordinate the work of the officers and committees for the Club in order that the objectives may be promoted.

Attend and act at ex-officio member at all sub-committee meetings – By-Laws Committee

Confirm that a quorum is present before conducting any business at any meeting of the Club

Preside at all meetings of the Club

Work with the board to present an Annual Budget

Review all new proposed projects with the Board

Appoint chairs of special committees

Participate as a member of the budget committee formed at the beginning of the year

Participate and be a present member at each and all fundraising events

Be authorized to sign on all bank accounts (as one of three with signature authority on checks in excess of \$100)

Connect and

Create and implement our clubs strategic direction.

Perform such other duties as may be prescribed in Club By-Laws or assigned by the Club

Attend all NorCal Board Meetings (held at different locations within Northern California, travel required dependent upon location of meeting) (Monthly Meetings & Conference Calls) Travel Required.

Attend multiple practices per week at multiple time slots to help with club presences.

Act as intermediary for all age/team levels as situations present themselves (ie between coach, parent, player issues)

VP Fundraising/Second Vice President (Two Year Term – until April 2020) (Approximate 10 hours per week)

Act as an aide to the President

Act as key person of the daily operations of the Club

Participate as a member of the budget committee formed at the beginning of the season

Perform other duties as assigned by the President of the Club

May sit as an ex-officio member on all committees

Perform such other duties as may be prescribed in Club By-Laws or assigned by the Club

Attend all Club scheduled meetings

Lead all fundraising events from fostering of ideas, solidification of venue, raffle prizes, etc. Also volunteer coordination for all fundraising projects. Must be present member at all-Club fundraising events.

Be authorized to sign on all bank accounts (as one of three with signature authority on checks in excess of \$100).

Head Commissioner – (Two Year Term - until April 2020) (Approximate 5-10 hours per week)

Attend all Club scheduled meetings

Oversee activities of all Team Managers ('TM') including but not limited to TM training and oversee general operations of each team

Oversee that all TMs are following Club policies as well as NorCal policies

In charge of all training on Skatetown Score Board/Time-to-Score system and hand-written score sheets as instructed by NorCal

Overall coordination of TMs as to whom-to-go to meet Team needs throughout the season

Responsible to communicate necessary information to each TM out of all Board Meetings throughout the season and through off-season

Participate as a member of the budget committee formed at the beginning of the year

May sit as an ex-officio member on all committees

Perform such other duties as may be presented by the Club By-Laws or assigned by the Club (ie. assist with fundraising, be present at Club Events)

Secretary – (One Year Term - until April 2029) (Approximate 5 hours per week)

****Correction Term is One year due to vacated early and will be Board Appointed****

Keep an accurate record of all general membership meetings of the Club.

Responsible for scribing all meeting minutes, accurate accounting of motions, attendance records and distributed budgets in hard copy format.

Have a current copy of the Bylaws and a current list of voting members at all meetings.

Post meeting notices and perform other public relations functions as directed by the President or the Club leadership.

May sit as an ex-officio member on all sub committees.

Perform such other duties as may be prescribed in the Bylaws or assigned by the Club.

Attend all Club scheduled meetings.

Keep an approved and current roster of all athletes on file.

Director of Coaches – (2 Year Term - until April of 2020) (Approximate Hours per Week -15-20 Minimum)

Attend all Club scheduled meetings.

Offer direct support, as needed, for all levels of coaches within the Club.

Assist, as requested by individual coach's, with communication with parent/player concerns.

Review coaches practice strategy and confirm that it is following the USA Hockey ADM Model.

Assist Registrar with monitoring of all coach training requirements (NorCal/USA Hockey).

You are the voice of the coaching staff to the CTYH Board of Directors.

Coordinate coach's performance reviews.

Be a mediator for Parent / Player / Disputes (As Requested from CTYH Board)

Establish and Maintain a development path from Skatetown House program to Capital Thunder Travel Teams.

Effectively communicate with all CTYH staff.