



Winterhurst Hockey Association

Application for Board of Directors & Executive Board

Thank you for your interest in joining the Winterhurst Hockey Association (WHA) Board. The Board of Directors and Executive Board positions are vital to the success of the WHA.

The WHA is a volunteer, non-profit organization, dedicated to the growth and development of youth hockey. WHA exists as an educational / recreational organization that provides a progressive pathway for children from ages 4 - 15 learning how to play the exciting game of ice hockey.

It is the responsibility of the WHA Board to establish organizational identity, ensure resources and provide oversight. The specific roles and responsibilities of the Executive Board positions, President, Vice President, Secretary, Treasurer, and Registrar are listed at the end of this document. The time commitment for these volunteer positions extends beyond attending a monthly board meeting. Please review these position descriptions and consider the time commitment carefully before submitting your application.

Winterhurst Hockey Association Executive Board Roles and Responsibilities:

President:

1. Preside at all meetings of the General Membership and Board of Directors.
2. Execute all contracts on behalf of the Association.
3. Attend all Cleveland Suburban Hockey League general and scheduling meetings or appoint a member in good standing as the WHA representative.
4. Assist the Board with determining the WHA tryout guidelines, the selection of coaches, and the recruitment of other volunteers.
5. Act on behalf of the WHA as the Ice Scheduler or appoint a member in good standing as the WHA representative.
6. Maintain a professional and collaborative relationship with all representatives of Winterhurst Ice Arena.

Vice President:

1. Act as President in the event of their absence or inability to exercise their office.
2. Coordinate the execution of the annual WHA President's Day Tournament with the tournament company.
3. Assist the Board with determining the WHA tryout guidelines, the selection of coaches, and the recruitment of other volunteers.
4. Perform any other tasks assigned by the President.

Secretary:

1. Determine the date, time, and location of all Board meetings.
2. Prepare and distribute agendas for all Board and General Membership meetings.
3. Maintain accurate minutes and attendance records for all meetings.
4. Coordinate all Association correspondence to the membership.
5. Assist the Board with determining the WHA tryout guidelines, the selection of coaches, and the recruitment of other volunteers.
6. Perform any other tasks assigned by the President.

Treasurer:

1. Receive and/or direct receipts of all funds of the Association, with approval of the Board.
2. Establish and oversee a system for the deposit of all funds in the name of the Association.
3. Prepare a printed statement on the financial status of the Association, both monthly and year to date for each Board and General Membership meeting.
4. Be responsible for maintaining all financial records for the timely filing of all required state and federal tax reports.
5. Assist the Board with determining the WHA tryout guidelines, the selection of coaches, and the recruitment of other volunteers.
6. Perform any other tasks assigned by the President.

Registrar:

1. Maintain current and accurate certification information for all coaches, managers, and representatives of WHA.
2. Communicate with all coaches, managers, and representatives of WHA regarding their certification requirements.
3. Create and update regular season and tournament rosters for all WHA teams.
4. Submit all required information to the MidAm District Registrar as requested.
5. Assist the Board with determining the WHA tryout guidelines, the selection of coaches, and the recruitment of other volunteers.
6. Perform any other tasks assigned by the President.