



## JOB DESCRIPTION – PRESIDENT

### Overview

Role Overview	Description
<b>Purpose</b>	<ul style="list-style-type: none"><li>As an officer of PTC Hockey, the President is responsible for the overall operation of PTC Hockey and shall preside over all Executive Board and committee meetings and shall serve on committees or send a designate</li><li>The President is responsible for the strategic direction of PTC Hockey and works with other Board members and volunteers to implement strategic plans and ensure the league operates properly and effectively.</li><li>The President represents, or appoints a delegate to represent, PTC Hockey at all meetings of affiliates or organizations with which PTC Hockey has affairs (i.e. City of Peachtree City, AAU, etc.).</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>Knowledge of league operations and underlying fundamentals.</li><li>Basic understanding of financial elements involved with operating a youth sports organization.</li><li>Able to communicate effectively with league members and other league officials.</li><li>Knowledge of relevant computer applications.</li><li>Good planning and organizational skills.</li><li>Compliance with all PTC Hockey and AAU (or any other governing body) requirements to be a volunteer in PTC Hockey.</li></ul>
<b>Tools/Access</b>	<ul style="list-style-type: none"><li>Crossbar</li><li>Pixellot (Game Camera System)</li><li>MS Office</li></ul>
<b>Term</b>	2 years
<b>Hours per Month</b>	20-30
<b>Board Position</b>	Yes



## Tasks

Task	Description
<b>General Management Activities</b>	
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Oversee overall operations of PTC Hockey by managing requirements with other Executive Board members</li><li>• Preside over all Executive Board and committee meetings, and serve on committees or assign designees</li><li>• Develop, implement and manage strategic plans to enhance PTC Hockey</li><li>• Vote at all Executive Board and committee meetings if needed to break ties</li><li>• Appoint special committees as necessary to enhance operation of PTC Hockey</li><li>• Be the liaison (point of contact) for the Peachtree City Recreation Department or any other city organization for all city requirements</li><li>• Submit annual PTC Hockey rink schedule and other city requirements (i.e. budget, non-profit information, etc.) to Peachtree City Recreational Department</li><li>• Attend meetings scheduled by Peachtree City Recreational Department with regards to youth sports in Peachtree City and facility issues</li><li>• Assist with fund-raising programs</li><li>• Be present during PTC Hockey events to interact with PTC Hockey members and address issues as they arise</li><li>• Coordinate and oversee updates to PTC Hockey By-Laws and Standard Operating Procedures</li><li>• In coordination with the Vice President, ensure PTC Hockey web site contains current operating documents and league related information.</li></ul>