

# Board of Directors

A Board of Directors, of the Corporation, shall be elected by the membership at the Annual Meeting. The Board of Directors shall consist of 10 Directors meeting the following criteria as well as completing application.

- Directors shall be 18 years of age or older
- Directors shall serve a three (3) year term (unless a shorter term is needed in certain situations)
- Must be in good standing with the Corporation
- Complete Safe Sport
- Capable of holding appointed position
- Responsible and Committed
- Always Keep the clubs best interest in mind

Directors may resign by submitting a formal letter of resignation to the Board of Directors. Upon the Board of Directors approval of resignation, the remaining Director's shall appoint a replacement Director to fulfill the resigned Director's term. The Board of Directors shall continue to act with less than 10 Directors until a replacement is selected or elected.

## **Applications will be accepted during and prior to annual meeting.**

### **Board Member General Duties**

- To elect Directors as Officers of the Board of Directors
  - Be committed
  - Required to be present at 80% of board meetings which are generally held 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month during season, and 2<sup>nd</sup> Tuesday of each month in the off season. If less than 75% attendance within a year you will be asked to submit a letter of resignation and/or be voted off the Board of Directors.
  - Organize committees/groups to coordinate necessary duties during season
  - Required a minimum of 2 full week(s) of board member on duty, to include opening/closing building each day of assigned week(s) and overseeing all operations run smooth during that time.
  - Other duties included but not limited to:  
(these duties may be particularly assigned to willing Directors)
- Monitor open ice when on duty
  - Make closing deposits.
  - Confirm cleaning duties are fulfilled
  - cleaning supplies are stocked

- Confirm concession workers scheduled
- confirm gate workers and admission set up when on duty
- attend team meetings other than own kids
- Volunteer Hour tracking
- Dib Assignments
- Tournament planning
- Fundraising planning
- Advertising
- Coyote Store
- Registration-
- Coordinate Summer Fair Gate
- Coordinate off Season Recruiting ie. Band Day Parade, Booth at Kids Day Out
- Attend home games for all levels when possible (show presence and interact with members)
- Confirm Safe Sport is completed where applicable.

**Included duties per Title but not limited to;**

President- Plan meeting agendas, run meeting keeping timely and according to agenda, hold board members accountable for roles they commit to, bring complaints to board to address, direct annual meeting, be present at team meetings

Vice President- Building Maintenance, Ice Maintenance, fill in for president if unable to attend meeting

Treasurer- Manage accts, Deposits, Pay bills, Renew gaming license, Cash bags, Refunds, Mail

Secretary- Meeting minutes, monthly newsletter, edit forms, facebook, website, team recognition