

Title	Position Description/Responsibilities
President	As per the By-Laws
Vice President	As per the By-Laws
Secretary	<ul style="list-style-type: none"> • Develop an agenda for before all meetings • Take minutes of all meetings and distribute a copy of those minutes to each Board Member. • Responsible for communication with all members of the Association. • Maintain deep familiarity with all by-laws and serve as point person for interpretation of by-laws • Write procedural documents and forms for OYHA use as directed by OYHA President or Vice-President • Maintain regular communication with the President and Vice President • Ensure OYHA board election procedures are followed and maintain access to ballots for 30 days following OYHA Board election
Treasurer	<ul style="list-style-type: none"> • Maintain account for OYHA - General Fund • Oversee all travel accounts • Reconcile the accounts monthly • Report Sales Tax to the State quarterly • Prepare all accounts for the tax preparer • Maintain documentation and oversee Dasher Board Sales • Order Dasher Boards, send information to the rink annually for renewals, removals, and new sales • Pay all bills for OYHA and distribute bills to the travel teams for payment • Provide refunds through Crossbar as necessary • Collect and distribute Mullins Scholarships to players/teams • Order checks for teams as necessary • Prepare monthly reports for OYHA Board Meetings • Budget for House League - Fall and Summer Leagues • Ensure budgets are followed for House League, General Fund, and team accounts • Work with Ice Foundation Treasurer and Figure Club Treasurer to maintain accounts and tax preparation purposes. • Obtain 1099's from all businesses and referees utilized during the fiscal year for tax preparer. • Create spreadsheet for Referees and figure out how much each has earned monthly and annually between all travel and house league teams for 1099's. • Reconcile all travel, house, figure club, and ice foundation accounts to create one final document to send to tax preparer.

	<ul style="list-style-type: none"> • Signor on all accounts under the Ice Foundation. • Assist teams with setting up accounts as necessary. • Maintain Google Drive for all travel teams and General Fund to upload receipts for the fiscal year for all payments made.
Registrar	<ul style="list-style-type: none"> • Educate yourself and communicate the USAH and MIDAM required credentials for each member (Coach, Volunteer, & Player) <ul style="list-style-type: none"> ◦ Currently that is USAH#, Safe Sport, & Background Checks ◦ Coaches need those three on top of Coaching Modules and Clinics • Work with the webmaster to... <ul style="list-style-type: none"> ◦ Set-Up Registration - Coach, Volunteer, & Player ◦ Pull Registrations to create a Spreadsheets with each members credentials (Coach, Volunteers, & Players) • Obtain access to the USAH Registrar Portal • Register... <ul style="list-style-type: none"> ◦ Create Teams within the USAH Registrar Portal <ul style="list-style-type: none"> ■ This includes Players, Coaches, & Team Volunteers ■ This should be requested from the Coaches and/or Managers of each team with travel teams. ◦ Register Board Members on the Board Roster in the USAH Portal ◦ Register Random Volunteers on the Volunteer Roster in USAH Portal ◦ Maintain a list of score box volunteers like the list currently kept on a Google Sheet. **These members cannot be loaded to the volunteer portal because they do not require SafeSport or a Background check, but need a USAH#. • Jersey Document <ul style="list-style-type: none"> ◦ You are the keeper of the live Google Sheet that has all the jersey numbers and will utilize this to register players numbers when registering teams. ◦ Keep documents as up-to-date as possible.
Webmaster	<ul style="list-style-type: none"> • Direct contact for digital platform of owensborohockey.com <ul style="list-style-type: none"> ◦ Currently Crossbar • Coordinate with the Socials Coordinator to create flyers and announcements for all OYHA Opportunities • Create & Update Website Content • Create Registrations <ul style="list-style-type: none"> ◦ Tryouts, Programs, Tournaments, etc. • Build Teams and Team Pages once they are finalized. • Build Program Pages • Send membership bulk emails. • Work with a scheduler on uploading schedules.

<p>Socials & Fundraisers Coordinator</p>	<ul style="list-style-type: none"> • Update all Social Media Accounts for OYHA <ul style="list-style-type: none"> ◦ Facebook, Instagram, Twitter, etc ◦ Keep up-to-date with weekly news, games, etc. • Coordinate with all members and the Webmaster to post announcements. • Leader of the fundraising Committee • Coordinate fundraisers for OYHA Leagues <ul style="list-style-type: none"> ◦ Travel Managers & Travel Coaches coordinate their own teams fundraisers. However, make sure to synchronize with the travel teams to insure no overlapping of items to sell. I.e. Refrain from having a Travel Bundt Cake sale at the same time as a House League.
<p>Scheduler</p>	<ul style="list-style-type: none"> • Number one contact with the Rink Manager in regards to scheduling. • All OYHA <ul style="list-style-type: none"> ◦ Create a spreadsheet for Crossbar Upload - Exact form can be obtained from the webmaster ◦ Hold meetings at the beginning of each season with managers and/or coaches in regards to available ice times and expectations in regards to scheduling, i.e. youngest to oldest for earlier to later time slots. • House League & Summer League <ul style="list-style-type: none"> ◦ Schedule House League Schedule FIRST ◦ Schedule Refs • Travel <ul style="list-style-type: none"> ◦ Create a shareable home game calendar to make everyone aware of what is available, Google Sheets has been used in the past <ul style="list-style-type: none"> ■ Traditionally High School has had first choice ice and then mid to end of September ice opens up to all teams.
<p>Director of 8U & 6U</p>	<ul style="list-style-type: none"> • Oversee the Upcoming 8U & 6U Summer & House Leagues <ul style="list-style-type: none"> ◦ Work with Upper House Director • Create the budget for 8U & 6U Summer & House League <ul style="list-style-type: none"> ◦ Work with Upper House Director • Organize the 8U & 6U Summer & House League • Compile and place jersey orders, trophy orders, etc. • Facilitate the operation of summer and house league • Collaborate with Socials Coordinator to advertise both leagues • Collaborate with Webmaster for both leagues presence, registrations, etc. • Collaborate with the Registrar in regards to coaches and volunteer credentials. • Lead OYHA 8U & 6U Committee to consist of at least one representative from each age level, a development coordinator at each level which could be coaches, and general members.

<p>2 - Director of Upper League</p> <ul style="list-style-type: none"> ● 10U, 12U, 14U, HS ● If Program Grows <ul style="list-style-type: none"> ○ Director of 10U & 12U ○ Director of 14U & HS 	<ul style="list-style-type: none"> ● Oversee the Upcoming Upper Summer & House Leagues <ul style="list-style-type: none"> ○ Work with Director of 8U & 6U ● Create the budget for Upper Summer & House League <ul style="list-style-type: none"> ○ Work with Director of 8U & 6U ● Organize the Upper Summer & House League ● Compile and place jersey orders, trophy orders, etc. ● Facilitate the operation of summer and house league ● Collaborate with Socials Coordinator to advertise both leagues ● Collaborate with Webmaster for both leagues presence, registrations, etc. ● Collaborate with the Registrar in regards to coaches and volunteer credentials. ● Lead OYHA Upper League Committee to consist of at least one representative from each age level, a development coordinator at each level which could be coaches, and general members.
<p>Director of Travel</p>	<ul style="list-style-type: none"> ● Promote Call for Coaches/Coordinate with the Webmaster, Socials Coordinator, & Scheduler/Post Beginning of March - Beginning of April ● Schedule Coaches Interviews for 1st Week of April with Board Members ● Work with Registrar to insure all Coaches, Volunteers, and Players have ALL USAH/MIDAM/OYHA Required Credentials ● Direct Contact for any and all League Play (BTHL &/or SYTHL) ● Handle issues that may arise with travel teams in accordance with By-Laws ● In Charge of Associations My Hockey Rankings (MHR) <ul style="list-style-type: none"> ○ Update registration each year. ○ Input games to MHRs website every week prior to MHRs update day, currently Wednesday. ● Lead OYHA Travel Committee to consist of each level team manager and a coach from each team in travel. This creates two people per team with a voice from each level on the committee.