**Minnesota Wild Blind Hockey Association**

 **Board Position Descriptions**

**President: 3 years-2027**

Conduct monthly Board meetings, keep board meetings on task and efficiently run

Act as manager of all board members

Sign ice contracts as necessary

Insure proper budgets are developed and monitored

Recruit new board members

Maintain open communication with the associations parents, coaches, players and volunteers/managers.

Quarterly report to MN Hockey

Network with other Blind Hockey programs

Assist with other roles as required

**Vice-President: 3 years-2025**

Support President with above responsibilities

Fill in when President unavailable

Assist with the Quarterly report to MN Hockey

Assist with Networking with other Blind Hockey programs

Assist with other roles as required

Succession planning for future President position

**Treasurer: 3 years-2026 (ECF fiscal intermediary indefinitely).**

Maintain non-profit status

Manage donations

Pay bills

Manage yearly taxes

Monthly funds reports

**Secretary:** **3 years-2025**

Record minutes from board/membership meeting

Work with the President and Vice President to prepare the meeting agendas, distribute to members prior to meetings

Post all minutes onto the web as unapproved until approved, then switch the status

Maintain all contact information of board members

Obtain Zoom links and provide date, time, location and agenda

Maintain the calendar on the website with meeting information and locations

In the absence of the President and Vice President, call the meeting to order and conduct the meeting

Assist with the Quarterly report to MN Hockey

Assist with other roles as required

**Team development/Outreach Coordinator: 3 years-2026**

Identify ways for MN Wild Blind Hockey to continue to grow throughout the State of MN

Coordinate new players with coaches, managers, equipment (jerseys)

Identify and implement Try hockey for free events for new players with Events Coordinator

Respond to new player requests/information

**Social Media Coordinator:**  **3 years-2025**

Create relevant social media accounts for program

Main point of contact for the association’s board for posting information, files, data, etc.

Responsible for promoting, developing and maintaining online presence among the community

Monitor activity and user interactions for all social media outlets

Respond and communicate appropriate information to the membership in a timely manner

Experience using key social media outlets (Facebook, Twitter, Instagram, etc.)

Keep social media channels updated and current

Post relevant information and photos to all social media sites

**Website development/Maintenance Coordinator: 3 years-2026**

Interact with website vendor as needed to fix issues, explore new features, and add enhancements

Maintain the websites email addresses provided by the website vendor

Work with social media, registrar, coaches, and secretary to periodically scan the website for out of date information, remove old data

**Equipment Manager (nets, whistles, pucks, etc.): 3 years-2027**

Organize and maintain an accurate inventory of all association equipment: jersey quantities, sizes, jersey #'s, condition, bottle quantities, puck quantities, and first aid kit quantities)

Store all equipment properly during the off-season

Purchase equipment (subject to Board approval) as required

Distribute equipment at beginning of season and track

Obtain quotes for new equipment, all new expenditures require board approval

Collect all equipment at end of season, validate the equipment and jersey conditions

Provide a season end inventory report and status on all equipment

**Team Manager: 3 years-2026**

Reach out to programs/players/teams/coaches pre-season to develop travel calendar

Manage Blind portion of HF Festival with Event’s Coordinator

Maintain communication with players throughout the year

Attend practices/games and work with coaches to ensure successful ice times

Maintain orderly and disciplined conduct of parents/players at all times in locker rooms, on the bench, in games, ice rinks, and in general, when representing our organization

Assist the coaches in organizing team meetings. These meetings should be geared around communication concerns, celebrations, and league information as it relates to the team

Relate concerns between parents, players, and coaches as needed

Research hotel and travel accommodations for the team and provide the information to coaches and parents when needed

Work with the Ice Scheduler for any ice, game or official questions or concerns

Ensure the rink policies are followed relative to locker room procedures for food and drinks

**Events Coordinator: 3 years-2025**

Coordinate Try Hockey for Free events with Team Development/Outreach Coordinator

Coordinate Diversified hockey night with the Wild, D-fest, Presentations, HF Festival, etc.

Responsible for coordinating Blind presence at all events

Create yearly calendar of events

Manage Blind portion of HF Festival with Team Manager

Participate/organize the team year end party

**Marketing/Branding Coordinator: 3 years-2025**

Maintain supply of marketing materials and promotional/display items

Maintain apparel orders and contacts with vendors

Create any new marketing tools

Develop yearly marketing plan

Assure all marketing/branding has Blind board approval (including the use of the Blind Association logo and any use of the Wild brand)

**Volunteer Coordinator: 3 years-2026**
Recruiting and training new volunteers

Keeping a database of volunteer information and skills

Matching volunteers to opportunities that suit their skills

Keeping volunteers informed, and conveying the organization's purpose to the public

**Fundraising Coordinator: 3 years-2027**

Improve the financial stability of the Blind hockey program

Seek out new opportunities to increase funds into the association

Seek out methods to provide opportunities to members to lower overall costs of season/ice fees

Contact individuals and businesses in order to obtain sponsorship money for teams and general sponsorship funds for the association

Manage the sponsorship process and documentation

Provide sponsors tax status documents for IRS records

Plan, organize, and execute on all aspects of the association’s fundraisers and community events

**Sponsorship Coordinator: 3 years-2025**

Drive sponsorships at all levels

Increase funds year over year from sponsorships

Fulfill the sponsorship agreement obligations for each sponsor

Continually seek out and communicate to potential sponsors within the communities

Ensure all proper recognitions are provided to sponsors based on sponsorship levels

**Player/Captain Representative: 3 years-2025**

Facilitate communication, needs, concerns to the board from the players

Develop off season/off ice training and captains’ practices

**Coaches Representative: 3 years-2026**

Run on ice practices

Monthly coaches’ meetings

Maintain USA Hockey Coaches Certification as required

Communicate to Players, Parents, Assistant Coaches, and Team Managers the rules and regulations of MN/USA Hockey as they relate to conduct, attitude, attendance and responsibility

Ensure that all players have and wear appropriate equipment during practices/games. If not, player(s) cannot participate

Keep an “open door policy” so that Players, Assistant Coaches, Team Managers and Parents feel free to contact you with concerns or suggestions

Evaluate players in the areas of skills, team play, attitude, attendance, and responsibility. Communicate those evaluations to each Player as well as their Parents

Plan and conduct practices geared to teaching fundamentals and team skills

Report any injuries to the Team Manager and Registrar to ensure the required MN/USA Hockey paperwork is completed for insurance purposes

**USA/MN Hockey Representative/Director: non-voting position**

This person is appointed by Minnesota Hockey to work with and help support all diversified hockey programs in Minnesota

**Registrar:**  **non-voting position – appointed by MN Hockey**

Register all coaches, managers, volunteers, and players for upcoming season

Ensure all players register at their proper level – (first year versus returning)

Update rosters of any changes, additions, and/or deletions and notify Team Manager as required

Assure registration of BCA, Safesport and Coaching modules are completed prior to players/coaches/managers/volunteers taking the ice