

Armstrong Cooper Youth Hockey Association Job Description



Title:	District Three Representative
Role:	Executive Board Member
Election/Appointment:	Elected by Membership
Voting Status:	Voting
Budget:	No Budget responsibility
Term:	Three years, year one in the cycle
Compensation:	full hours

Description/Role: The District Three Representatives represents ACYHA at the District level and communicates District and Minnesota Hockey information back to the association.

Position mandatory requirements:

- Must attend monthly ACYHA Board of Directors meetings on the second Monday of the month
- Must attend the annual meeting of ACYHA Membership in April
- Must attend monthly District Three meetings
- Must attend the monthly Executive Committee meetings the first Monday or the month or as scheduled
- Must attend monthly HCDC meetings
- Must attend the Travel team registration night to assist the registrar as needed
- Represent ACYHA and its interests at all District meetings
- Act as primary liaison to the Association from the District
- Provide monthly updates to the board from District Meetings.
- Responsible for working with the ACYHA Tournament Coordinator and Committee with coordinating and managing district, regional and state post-season tournaments hosted by the Association
- Partner with the registrar as needed to ensure all MN Hockey/USA Hockey team registrations and fees
- Partner with the registrar regarding player eligibility and waivers as necessary.
- Assist Travel Team Managers if needed, on reporting of scores from all Association league games to MN Hockey D3 administration
- Training your successor at the May meeting at the end of your term

Desired Skills:

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- Passion to represent the association at the district level
- Strong communication skills
- Strong leadership
- Effective time management
- Strong organization skills
- Ability to work with individuals throughout the organization, District 3 and Minnesota Hockey
- Computer skills; e-mail access
- Positive, helpful attitude
- Ability to attend the monthly meetings and do work between meetings

Reporting:

- This role reports to the Board Chairman