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## EXECUTIVE BOARD POSITIONS

### Job Title: President, Chicago North High School Hockey Club

#### Position Summary:

The President of the Chicago North High School Hockey Club serves as the chief officer and public representative of the club, ensuring the successful operation and growth of the program. This role involves overseeing all club activities, coordinating with the hockey director, coaches, board members, committee members, and staff, engaging with parents and the school administration, and leading efforts to foster a positive and inclusive environment. The President will guide the club's strategic direction, manage its financial and operational needs, and inspire a love and respect for hockey among its members.

#### Roles and Responsibilities:

- **Leadership and Vision:**
  - Establish and communicate a clear vision for the hockey club.
  - Serve as a positive role model and uphold high standards of sportsmanship, integrity, and teamwork.
- **Club Management:**
  - Hire hockey director, negotiate employment agreement, and build a strong partnership to ensure effective club leadership.
  - Negotiate rental contracts with ice arenas to ensure adequate ice time for team practices and games and maintain positive relationships with ice arena management.
  - Oversee all club operations, including player recruitment, team organization, and season planning.
  - Collaborate closely with the hockey director to ensure alignment on player development, training programs, scheduling, and team management.
  - Manage and oversee club finances, including budgeting, fundraising, and sponsorship efforts.
  - Schedule regular board meetings, communicate key updates, and facilitate decision-making processes.
- **Community and Stakeholder Engagement:**
  - Act as the main point of contact for parents, school officials, and external partners.
  - Build relationships with community organizations, sponsors, and potential supporters to enhance the club's presence and resources.
  - Organize and promote events to increase community support and foster a strong team culture.
- **Compliance and Safety:**
  - Ensure the club adheres to USA Hockey, SafeSport and league rules, regulations and standards.
  - Promote safe practices during training, games, and travel; address any incidents or concerns promptly.

# Chicago North Hockey Club Board Positions



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- **Communications and Marketing:**

- Develop and implement strategies to promote the club's achievements, news, and events across social media, website, newsletters, and other channels.
- Oversee creation and distribution of club materials, game schedules, and updates to parents and the community.

**Required Skills and Qualifications:**

- **Leadership and Team Building:** Proven ability to lead teams, inspire athletes, and foster a collaborative team environment.
- **Communication:** Strong verbal and written communication skills; able to effectively engage with a diverse audience of students, parents, and school officials.
- **Organizational Skills:** Exceptional organizational and time-management skills to balance multiple responsibilities and ensure smooth club operations.
- **Financial Acumen:** Basic knowledge of budgeting, fundraising, and financial management.
- **Knowledge of Hockey:** Basic understanding of the game of hockey, including rules and management techniques.
- **Problem-Solving:** Ability to navigate challenges and make decisions in the best interest of the club and its members.

This role requires dedication, enthusiasm, and a commitment to making the club a supportive and successful environment for high school athletes.

# Chicago North Hockey Club Board Positions



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## Job Title: Treasurer, Chicago North High School Hockey Club

### Position Summary:

The Treasurer of the Chicago North High School Hockey Club is responsible for managing the club's financial affairs, ensuring that funds are managed effectively to support club activities and growth. This role involves overseeing the club's budget, handling all income and expenses, maintaining accurate financial records, completing all required government filings, and working closely with the club's board to set financial goals and strategies. The Treasurer will support fundraising efforts and create financial reporting for club members and parents.

### Roles and Responsibilities:

- **Financial Management:**
  - Develop and manage the club's annual budget in alignment with its goals and priorities.
  - Maintain accurate records of all financial transactions, including income, expenses, and donations.
  - Process and track all payments, reimbursements, and invoices for club activities, supplies, and events.
- **Reporting and Transparency:**
  - Provide regular financial updates to the board including annual financial reports.
  - Prepare and present financial summaries at club meetings.
  - Work with an auditor (if necessary) to ensure financial records are accurate and compliant with applicable guidelines.
  - Complete all necessary government and tax filings to maintain not-for-profit status.
- **Fundraising and Sponsorship:**
  - Collaborate with the President and other board members to establish fundraising targets and strategies.
  - Assist in planning, promoting, and executing fundraising events, sponsorships, and community partnerships.
  - Track and acknowledge all donations and sponsorships, ensuring proper documentation and appreciation of supporters.
- **Compliance and Risk Management:**
  - Ensure all club financial activities comply with legal requirements and relevant financial regulations.
  - Safeguard club assets by implementing internal controls for handling funds and documentation.
- **Record Keeping and Documentation:**
  - Maintain organized records of all receipts, invoices, bank statements, and related documents.
  - Oversee club bank accounts, reconcile monthly statements, and manage any cash flow needs for upcoming events.

# Chicago North Hockey Club Board Positions



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## Required Skills and Qualifications:

- **Financial Acumen:** Solid understanding of budgeting, financial reporting, and bookkeeping principles.
- **Organizational Skills:** Strong organizational skills with attention to detail for accurate record-keeping.
- **Communication:** Effective communication skills, able to present financial information clearly to the board and club members.
- **Problem-Solving:** Analytical and problem-solving skills to address financial challenges and support club goals.
- **Proficiency in Financial Software:** Familiarity with accounting software, spreadsheets, and other financial management tools.
- **Integrity and Transparency:** High ethical standards and commitment to transparency and accuracy in handling club finances.
- **Fundraising Experience (Preferred):** Prior experience in fundraising, sponsorship, or community engagement is a plus.

The Treasurer plays a vital role in ensuring the financial health and sustainability of the Chicago North Hockey Club, helping to provide a secure foundation for club operations and activities.

# Chicago North Hockey Club Board Positions



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## Job Title: Secretary, Chicago North High School Hockey Club

### Position Summary:

The Secretary of the Chicago North High School Hockey Club plays a crucial role in organizing, documenting, and communicating club activities. This position is responsible for ensuring that all club meetings, records, and communications are managed efficiently and accurately. The Secretary will act as the central point for communication between the club, its members and parents helping to coordinate events, distribute information, and maintain clear records.

### Roles and Responsibilities:

- **Meeting Management and Documentation:**
  - Schedule, organize, and attend all club meetings, including board meetings, team meetings, and parent meetings.
  - Prepare agendas in collaboration with the President and distribute them in advance of each meeting.
  - Record and distribute accurate minutes from meetings, ensuring all decisions and action items are documented and followed up.
- **Communication and Correspondence:**
  - Serve as the main point of contact for club communications, relaying information between the club, parents, and players.
  - Distribute timely and organized updates, newsletters, schedules, and announcements to club members and families.
  - Maintain a current contact list of club members, parents, sponsors, and other key stakeholders.
- **Record Keeping and Documentation:**
  - Maintain all club documents, including bylaws, policies, registration forms, consent forms, and records of events and meetings.
  - Ensure all records are stored securely and are accessible to authorized members as needed.
  - Keep track of team and player registration, eligibility, and compliance with school and league requirements.
- **Event Coordination and Support:**
  - Assist in planning and coordinating club events, games, and other activities.
  - Work with other board members to organize logistics and volunteer assignments.
- **Compliance and Policy Management:**
  - Ensure the club adheres to school policies, league regulations, and any relevant compliance requirements.
  - Update club members on any new or revised policies and ensure proper documentation is maintained.

# Chicago North Hockey Club Board Positions



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## Required Skills and Qualifications:

- **Organizational Skills:** Strong organizational skills with attention to detail for accurate record-keeping and scheduling.
- **Communication Skills:** Excellent verbal and written communication abilities to clearly relay information to club members, parents, and the school community.
- **Record Management:** Proficiency in managing records, notes, and documents systematically for easy retrieval and review.
- **Technology Proficiency:** Familiarity with email, word processing, spreadsheets, and virtual meeting software to support communications and document management.
- **Collaboration:** Ability to work closely with other board members, coaches, and volunteers in a supportive and constructive manner.
- **Problem-Solving:** Resourcefulness and flexibility in addressing scheduling, coordination, and documentation challenges.
- **Confidentiality and Integrity:** Commitment to maintaining the confidentiality and integrity of club information and member records.

The Secretary ensures the smooth operation of the club's communications, documentation, and organizational needs, helping create an organized, informed, and well-connected community for the club members and their families.



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## Job Title: Registrar, Chicago North High School Hockey Club

### Position Summary:

The Registrar of the Chicago North High School Hockey Club is responsible for overseeing the registration process for all players, ensuring compliance with school, league, and state requirements. This role involves managing player eligibility, maintaining accurate records, and coordinating with parents, coaches, and the board to facilitate a smooth registration process. The Registrar plays a critical role in ensuring the club adheres to all organizational policies while creating an efficient and positive experience for players and families.

### Roles and Responsibilities:

- **Registration Management:**
  - Organize and manage the registration process for all players, including online registration systems and paper forms.
  - Ensure all required documentation is collected, including proof of age, medical clearance, and liability waivers.
  - Verify that all players meet eligibility requirements set by the league, state, and school.
- **Record Keeping:**
  - Maintain accurate and up-to-date records of registered players, including rosters, contact information, and payment status.
  - Provide regular updates on registration numbers and status to the board.
- **League and State Compliance:**
  - Ensure the club complies with all Illinois state hockey regulations, high school league requirements, and USA Hockey guidelines.
  - Submit necessary team and player information to the league and state associations by required deadlines.
  - Monitor any updates or changes to league or state registration rules and communicate them to the board and parents.
- **Communication and Coordination:**
  - Act as the primary contact for parents regarding registration questions, deadlines, and requirements.
  - Collaborate with the Treasurer to confirm registration fee payments and manage refunds or adjustments when necessary.
  - Coordinate with coaches to ensure rosters are finalized and communicated effectively.
- **Event Support:**
  - Assist in organizing and attending club events, such as tryouts, team meetings, and parent orientation sessions, to support the registration process.
  - Provide on-site support during events to answer questions and address registration concerns.
- **System Management and Improvement:**

# Chicago North Hockey Club Board Positions



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- Utilize and manage online registration platforms (Ex.SportsEngine, AHAI website, USA Hockey website) to streamline the registration process.
  - Recommend and implement improvements to registration procedures for efficiency and user-friendliness.

## Required Skills and Qualifications:

- **Organizational Skills:** Exceptional attention to detail and the ability to manage multiple tasks and deadlines.
- **Communication Skills:** Clear and professional verbal and written communication abilities to interact with parents, coaches, and board members.
- **Technical Proficiency:** Familiarity with online registration systems, spreadsheets, and databases for record management.
- **Knowledge of Compliance Standards:** Understanding of Illinois state hockey rules, USA Hockey regulations, and high school league requirements.
- **Problem-Solving Skills:** Ability to address and resolve registration-related issues promptly and effectively.
- **Interpersonal Skills:** Friendly and approachable demeanor to provide excellent support to families and club members.
- **Confidentiality:** Commitment to handling sensitive information securely and maintaining privacy standards.
- **Team Collaboration:** Willingness to work closely with the board, coaches, and other volunteers to support club operations.

The Registrar ensures that all players are properly registered, eligible, and set up for success in the hockey season while maintaining compliance with the necessary policies and regulations. This role is essential in creating a smooth and efficient start to the season for players, parents, and the club as a whole.

# Chicago North Hockey Club Board Positions



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## Job Title: Rules & Ethics Chairperson, Chicago North High School Hockey Club

### Position Summary:

The Rules & Ethics Chairperson of the Chicago North High School Hockey Club is responsible for upholding the standards of conduct, sportsmanship, and integrity within the club. This role involves establishing and enforcing ethical guidelines, addressing any disciplinary issues, and ensuring that players, coaches, and members adhere to both club and league regulations. The Chairperson will promote a positive, respectful environment that aligns with the values of the school and hockey community.

### Roles and Responsibilities:

- **Policy Development and Enforcement:**
  - Develop and maintain the club's code of conduct, ethics policies, and disciplinary guidelines in collaboration with the board.
  - Regularly review and update policies to reflect current best practices, league regulations, and school guidelines.
  - Educate players, parents, coaches, and board members on club policies and expectations.
- **Disciplinary Oversight:**
  - Serve as the primary contact for addressing any conduct or ethics violations within the club, including on-ice behavior, sportsmanship, spectator behavior, coach behavior, and interactions with others.
  - Investigate reported incidents fairly and impartially, gathering information from all involved parties.
  - Enforce appropriate disciplinary measures, from warnings to suspension, in alignment with club policies, league regulations, AHAI and USA Hockey rules
- **Conflict Resolution:**
  - Act as a neutral mediator for resolving disputes or conflicts that arise within the club, whether among players, parents, or coaches.
  - Provide a safe and confidential space for members to raise concerns or report incidents.
  - Collaborate with the board to resolve issues in a fair, respectful, and constructive manner.
- **Education and Awareness:**
  - Organize workshops, discussions, or communications on sportsmanship, respect, and other ethical topics to foster a positive club culture.
  - Stay updated on relevant rules, regulations, and ethical standards in high school athletics and communicate any changes to the club.
  - Promote awareness of SafeSport principles among players and members.
- **Compliance and Reporting:**
  - Ensure the club adheres to all relevant school, league, and organizational rules, regulations, and ethical guidelines.

# Chicago North Hockey Club Board Positions



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- Maintain accurate records of any incidents, investigations, and disciplinary actions, ensuring confidentiality and data security.
  - Report any significant violations to the board and, if necessary, school or league authorities, while ensuring transparency and integrity in handling matters.

## Required Skills and Qualifications:

- **Strong Ethical Standards:** A solid understanding of ethical principles, fairness, and integrity, with a commitment to promoting a respectful and positive club culture.
- **Conflict Resolution Skills:** Ability to mediate and resolve conflicts in a neutral, fair, and effective manner.
- **Communication Skills:** Strong verbal and written communication abilities to explain rules, address issues, and educate members on policies.
- **Detail-Oriented:** Meticulous in documenting incidents, maintaining records, and ensuring confidentiality of sensitive information.
- **Knowledge of Rules and Regulations:** Familiarity with hockey rules, league regulations, and USA Hockey policies regarding conduct and sportsmanship.
- **Analytical Skills:** Capable of assessing incidents and determining fair, evidence-based actions.
- **Impartiality and Discretion:** Commitment to handling all issues with impartiality, confidentiality, and professionalism.

The Rules & Ethics Chairperson is essential to fostering a positive, respectful, and sportsmanlike environment within the club, ensuring that all members can enjoy a safe and supportive atmosphere aligned with the values of the club and community.

# Chicago North Hockey Club Board Positions



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## Job Title: Marketing and Communication Chairperson, Chicago North High School Hockey Club

### Position Summary:

The Marketing and Communication Chairperson of the Chicago North High School Hockey Club is responsible for managing the club's branding, promotional efforts, and communication strategies. This role ensures the club's achievements, events, and announcements are effectively communicated to members, parents, and the broader community. The Chairperson will oversee digital and traditional marketing efforts, foster community engagement, and help grow the club's visibility and support base.

### Roles and Responsibilities:

- **Marketing Strategy and Branding:**
  - Develop and implement a comprehensive marketing plan to promote the club, its programs, and events.
  - Ensure consistent branding and messaging across all communication channels.
  - Design and distribute promotional materials, including flyers, banners, and merchandise.
- **Communication Management:**
  - Serve as the primary point of contact for internal and external club communications.
  - Write and distribute newsletters, announcements, and updates to club members, parents, and supporters.
  - Respond promptly to inquiries and maintain open lines of communication with stakeholders.
- **Social Media and Digital Presence:**
  - Manage the club's social media accounts, posting engaging content, including game updates, player highlights, and event promotions.
  - Maintain and update the club's website with current information, schedules, and announcements.
  - Create and share multimedia content, such as photos and videos, to showcase the club's activities and achievements.
- **Event Promotion and Engagement:**
  - Coordinate marketing efforts for club events, fundraisers, and games to maximize attendance and community involvement.
  - Collaborate with other board members to plan and execute promotional campaigns.
  - Build relationships with local media outlets and community organizations to enhance visibility.
- **Community Outreach and Sponsorship:**
  - Develop partnerships with local businesses and community members to secure sponsorships and support.
  - Promote the club's mission and goals to build goodwill and foster community pride.
- **Analytics and Feedback:**

# Chicago North Hockey Club Board Positions



- Track the effectiveness of marketing campaigns and communications, using analytics and feedback to refine strategies.
- Gather input from members and the community to improve engagement and outreach efforts.

## Required Skills and Qualifications:

- **Marketing Expertise:** Knowledge of marketing principles, including branding, promotions, and digital marketing.
- **Communication Skills:** Excellent verbal and written communication abilities to craft compelling messages and engage diverse audiences.
- **Social Media Savvy:** Experience managing social media platforms and creating engaging content.
- **Creative Skills:** Ability to design promotional materials and develop creative campaigns.
- **Organizational Skills:** Strong time-management and organizational abilities to handle multiple projects and deadlines.
- **Technical Proficiency:** Familiarity with tools such as content management systems and graphic design software.
- **Community Engagement:** Enthusiastic and approachable, with a knack for building relationships and fostering community connections.
- **Team Collaboration:** Willingness to work closely with other board members, volunteers, and club stakeholders.
- **Analytical Thinking:** Ability to assess the success of marketing initiatives and adjust strategies accordingly.

The Marketing and Communication Chairperson plays a critical role in enhancing the visibility, engagement, and support of the Chicago North Hockey Club, ensuring its programs and successes are celebrated and well-supported by the community.



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## OTHER COMMITTEE POSITIONS (NON-VOTING)

**Job Title:** Fundraising Chairperson, Chicago North High School Hockey Club

**Position Summary:**

The Fundraising Chairperson of the Chicago North High School Hockey Club is responsible for planning, organizing, and executing fundraising initiatives to support the financial needs of the club. This role involves developing creative strategies to generate funds, managing donor relationships, and ensuring fundraising goals are met. The Chairperson will collaborate with other board members and volunteers to secure resources for team operations, equipment, and events while fostering a culture of generosity and community involvement.

**Roles and Responsibilities:**

- **Fundraising Strategy and Planning:**
  - Develop and implement a comprehensive fundraising plan to meet the club's financial goals.
  - Identify and evaluate potential fundraising opportunities, including events, sponsorships, and grant applications.
  - Set annual fundraising goals in collaboration with the board and provide regular updates on progress.
- **Event Planning and Execution:**
  - Organize and oversee fundraising events such as raffles, auctions, events, and community activities.
  - Coordinate logistics for events, including venue selection, volunteer management, and promotion.
  - Ensure all events run smoothly and generate the intended revenue.
- **Sponsorships and Partnerships:**
  - Build relationships with local businesses and community organizations to secure sponsorships and in-kind donations.
  - Develop and manage sponsorship packages, ensuring value for partners and alignment with the club's mission.
  - Acknowledge and promote sponsors through club events, social media, and other communication channels.
- **Donor Engagement and Stewardship:**
  - Cultivate relationships with donors and maintain a database of contributions and contacts.
  - Send thank-you notes, updates, and recognition to donors to foster long-term support.
  - Develop strategies to grow the club's donor base and engage alumni, parents, and community members.
- **Collaboration and Communication:**

# Chicago North Hockey Club Board Positions



- Work closely with other board members to align fundraising efforts with club priorities and needs.
- Provide clear and regular communication about fundraising activities, goals, and outcomes to members and stakeholders.
- Collaborate with the Marketing & Communications Chairperson to promote events and fundraising initiatives.
- **Financial Management and Reporting:**
  - Track all fundraising income and expenses to ensure transparency and accountability.
  - Report on the financial success of fundraising efforts to the club treasurer and the board.
  - Ensure all fundraising activities comply with school and league policies and legal regulations.

## Required Skills and Qualifications:

- **Fundraising Expertise:** Experience in planning and executing successful fundraising campaigns and events.
- **Communication Skills:** Strong verbal and written communication skills to engage donors, sponsors, and community members.
- **Relationship Building:** Ability to cultivate and maintain positive relationships with sponsors, donors, and volunteers.
- **Organizational Skills:** Strong organizational abilities to juggle multiple initiatives and deadlines.
- **Creativity:** Innovative thinker with a knack for developing new and engaging fundraising ideas.
- **Team Collaboration:** A collaborative spirit to work effectively with board members, volunteers, and other stakeholders.
- **Financial Acumen:** Basic understanding of budgeting and financial reporting to track and manage fundraising revenue.
- **Community Engagement:** Passion for building community support and enhancing the club's visibility.
- **Event Management:** Proficiency in planning and executing events, including attention to detail and problem-solving skills.

The Fundraising Chairperson plays a vital role in ensuring the financial sustainability of the Chicago North Hockey Club, enabling it to provide a positive and enriching experience for its players and community.



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## Job Title: School Liaison, Chicago North High School Hockey Club

### Position Summary:

The School Liaison for the Chicago North High School Hockey Club serves as the primary point of contact between the hockey club and the school administration. This role ensures effective communication and collaboration between the club and school officials.. The School Liaison advocates for the club's interests within the school while ensuring all club activities align with school policies and regulations.

### Roles and Responsibilities:

- **Communication and Coordination:**
  - Act as the primary point of contact between the hockey club and the school administration, including athletic directors, principals, communications directors, and other relevant staff.
  - Facilitate open communication to ensure the school is informed of the club's activities, schedules, and achievements.
  - Relay information from the school to the club regarding policies, changes, or requirements that may impact club operations.
- **Advocacy and Representation:**
  - Represent the hockey club in meetings with school officials, parents, or league representatives.
  - Advocate for the needs and interests of the club, including access to resources, funding, or promotional opportunities.
  - Act as a neutral mediator when resolving issues or concerns involving the school and the hockey club.
- **Event Support:**
  - Assist in coordinating school-related events such as pep rallies, assemblies, or recognition ceremonies that feature the hockey team.
  - Help schedule and promote hockey games and events within the school community.
  - Support the organization of newsletters and/or announcements to be shared within the school.
- **Relationship Building:**
  - Build and maintain positive relationships with school officials, staff, and teachers to foster support for the club.
  - Encourage collaboration between the club and other school organizations or athletic teams for joint events or initiatives.
- **Information Dissemination:**
  - Ensure students and parents are aware of school requirements for extracurricular participation, including academic eligibility, attendance, and conduct standards.
  - Communicate school-provided resources or opportunities that may benefit the hockey team, such as scholarships or academic support programs.

# Chicago North Hockey Club Board Positions



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## Required Skills and Qualifications:

- **Communication Skills:** Strong verbal and written communication abilities to effectively represent the club and convey information.
- **Interpersonal Skills:** Ability to build positive relationships with school officials, staff, and parents.
- **Organizational Skills:** Strong organizational skills to handle coordination efforts.
- **Problem-Solving:** Resourcefulness in addressing and resolving issues that arise between the school and the hockey club.
- **Team Collaboration:** Willingness to work closely with board members, coaches, and school staff to support club goals.
- **Advocacy:** Strong ability to advocate for the hockey club's needs while maintaining a professional and cooperative relationship with the school.
- **Diplomacy and Discretion:** Ability to handle sensitive matters with professionalism and maintain confidentiality when required.

The School Liaison is an essential bridge between the hockey club and the school administration, ensuring a harmonious relationship that supports the success and growth of the club while aligning with the school's mission and policies.