



Policy #: 1.100

Effective: October 2004

Revised: October 2004*

Committees and Responsibilities

Policy: It is the policy of Menomonie Youth Hockey Association (MYHA) to divide work responsibilities and committee oversight among MYHA Board of Directors whenever possible.

Procedure:

1. Committee structure and assignments are reviewed at least annually.
 - a. Structure: Year-end as part of the annual reporting process.
 - b. Assignments: At the start of the new year with new board members.
2. Board member committee assignments shall be made according to each member's skills and experiences.
3. If a board member has the same committee for two years, he/she shall mentor a new board member on the committee duties and timelines during the third year.
4. Throughout the course of the assignment, the committee chair is responsible for reviewing and revising policies and procedures as well as any related job descriptions.
5. Membership shall be informed of the committees and assignments through various methods, i.e.: electronic communication, Cougar Chatter, posting on the bulletin board at the rink, meeting minutes, Who's Who list.
6. Committee assignments and the approved work assessment hours shall be maintained in a fashion similar to the Attachment A.
7. Each committee shall have policies and procedures pertinent to the subcommittees and tasks. Current committees of the MYHA Board are as follows:
 - a. General Operations
 - b. Hockey Operations
 - c. Communication
 - d. Fundraising
 - e. Tournaments
 - f. Scheduling
 - g. Concessions

*The most current version of this policy will be retained by the MYHA secretary and/or on the MYHA website at www.menomonie.com/myha

This policy is issued by the MYHA Executive Committee and approved by the Board of Directors.