

Central Collegiate Hockey Association (CCHA) and Western Collegiate Hockey Association (WCHA) - Assistant Commissioner

Joint Notice of Vacancy

The Western Collegiate Hockey Association (WCHA) and the Central Collegiate Hockey Association (CCHA) jointly announce the search for an Assistant Commissioner to serve each league. The position is currently structured as part time (.50 FTE) position in each league.

Interested candidates should send a resume, letter of interest, and the names of at least three references to WCHA/CCHA Assistant Commissioner Search Committee at kevin.buisman@mnsu.edu. Nominations are encouraged and should be sent to the same email address.

For priority consideration, applicants are encouraged to submit their materials **prior to August 15** and review of applications will begin immediately and continue until the position is filled. Only fully completed applications will be considered. The WCHA and CCHA are committed to equal opportunity employment and encourages candidates with diverse backgrounds to apply.

The appointment start date is negotiable, but ideally not later than August 26, 2024. This position does have the ability to work remotely, however, the board would request that the Assistant Commissioner live within the footprint of the WCHA/CCHA. The conference(s) may assist with relocation expenses if it is deemed necessary.

Position Description

The Assistant Commissioner helps support the Commissioner's vision and strategic direction to its membership and will work to advance the sport of hockey within our region and nationally. The Assistant Commissioner assists the Commissioner in the oversight and management of all facets of the league and helps to ensure the efficient and fiscally sound administration of all activities.

The Assistant Commissioner serves at the pleasure of the Association and has specific delegated responsibilities and authority as defined in the Association's Constitution/Bylaws; Code of Regulations; Annual Meeting minutes; Committee actions; and the normal dictates of conducting the business of a conference office. The Assistant Commissioner reports directly to the Commissioner and is subject to annual performance review and contract renewal process. Specific assigned duties for the Assistant Commissioner include, but are not limited to, the following:

Financial Management

1. Manage full-cycle payroll for all employees and contractors (including officials)
2. Onboarding and offboarding of employees and contractors
3. Full coordination and support of the annual audit
4. Manage relationship with benefits provider(s); manage onboarding/offboarding
5. Distribute invoices and collect payments
6. Receive invoices and pay bills
7. Make bank deposits
8. Day-to-day management of Quickbooks
9. Monthly bank account reconciliations
10. Credit card payments and assignment of expenses to budget lines
11. W2 distribution
12. 1099 reporting and distribution
13. Fiscal year institutional account reconciliation
14. Budget management and creation
15. Conference office staff expense reimbursement management

Business Management

1. Annual renewal of general liability insurance
2. Full league contract management: drafting, distribution, execution, records
3. Address state notices RE: tax, registration, etc.
4. Establish a mailing address and place of business with state and IRS

Postseason Tournament

1. Postseason Tournament Committee meeting planning, execution, and moderation
2. Postseason Tournament Participant Manual creation, editing, and maintenance
3. Request and collect host institution hotel agreements
4. Full tournament budget management, including creating and accepting revenue and expense forms, reporting, and payment collection/distribution
5. Design and fulfillment of postseason tournament participant gifts

6. Coordinate delivery and distribution of participant and host gifts
7. Design and fulfillment of postseason tournament supplies and equipment, including but not limited to official game pucks, jersey patches, credentials, and media backdrops
8. Coordination of trophy pickup and delivery
9. Design and fulfillment of postseason tournament individual awards

League Meetings

1. Manage relationship with host hotel for Annual Meetings
2. Coordinate and book all travel for the conference staff to the Annual Meetings
3. Full meeting management, including but not limited to establishing meeting schedule, catering, meeting materials, meeting rooms, A/V, meeting minutes, and presentation.
4. Schedule Zoom meetings for Athletic Directors, Head Coaches, FARs, and the conference staff. Keep meeting minutes.

League Operations

1. Collect compliance forms from each institution at the beginning of each season (NIL forms, squad lists)
2. Manage Medical Hardship process
3. Edit and distribute league publications, including the Policies & Procedures and Bylaws
4. Relationship management with vendors, sponsors, partners, etc.
5. Other duties as assigned

Officiating

1. Pre-season onboarding forms
2. Manage all aspects of officials' travel, including hotels, rental cars, flights, itineraries, and any post-booking modifications or contingencies.
3. Maintain, edit, and distribute officials' procedural manual annually.
4. Full-cycle expense reporting and distribution for officials
5. Track expenses and assign costs to individual institutions
6. Maintain and reconcile full season institutional accounts for accurate reporting and billing

