



Vice President Responsibilities

Assume the duties of the President in the absence for any reason of the President;

Monitor adherence by the Executive to all existing Policies and inform the Executive with respect to any inconsistencies between existing Policies and a proposed policy;

Be available to assist any member of the Executive which may require assistance in the completion of his or her responsibilities;

Ensure that each Contact receives a copy of the Referees rulebook and BDRA Manual of Operations;

Adhere to all relevant Federal and Provincial legislative privacy requirements as put forward in the Federal Personal Protection and Electronic Documents Act (PIPEDA) or equivalent;

Be one of the signing Officers of the Association;

Ensure that BDRA follows all ORA Privacy Policies;

Carry out duties as assigned by the Executive Committee or the President; .

General Timelines

June

Meet with executive to organize registrations

September

Report number of teams to the Town Ice Time coordinator

October

Oversee House League sort outs

October- April

-monthly meetings

September



Work with responsible conveners to set coaching clinic, referee clinic dates and other clinics for players as required

October-February-Ensure that Ringette Development issues are running smoothly

March-April-Initiates recruitment program for coaches and directors for upcoming season