



Cochrane Minor Hockey (CMHA).

Title:	CMHA Vice President Administration	Category:	Executive Committee
Organization:	Cochrane Minor Hockey	Req #:	CMHA 03
Location:	COCHRANE, ALBERTA	Reports To:	President CMHA

Nominations Accepted By:

administrator@cochraneminorhockey.com

MAIL:

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Board Director Positions Reporting Into Vice President Administration:

- (CAHL Director, Registrar, Finance Director, Special Projects & Equipment Director, Ways & Means Director, Administration Assistant)

Association Committee Ownership:

- REP Player & Team Placement Committee

Job Description

Position Summary:

The Vice President Administration is a senior member of the Executive Committee and is required to understudy and assist the President so that he / she is prepared to substitute for and assume the duties and responsibilities of the President in the event of his / her absence. Without limiting the generality of the foregoing, the Vice President Administration shall:

Specific Responsibilities would include, but not be limited to:

- Chair in the absence of the President board of director and general meetings.
- Together with the Vice President Operations fulfills the duties of the President in the absence of the President.
- Brief the President, & Board of Directors on significant matters.
- Co-ordinate and oversee the player evaluation process, including the evaluation committee.
- In partnership with the VP Operations co-ordinate the ranking and team placements of all players during the evaluation process at the beginning of each hockey season, having due regard for the skill and ability level of all players.
- In the event of no Finance Director, will take over the rolls and responsibilities associated with that position and will actively recruit a suitable Finance Director.
- Co-ordinate and oversee player fee structure and payment options.
- Have joint signing authority on the Associations financial documents.
- Administer the planning, organizing, implementing and maintenance of the revenue generating programs and shall be a source of guidance in financial matters to all other association board members in the execution of their duties.
- Oversight of the Finance Director to ensure and maintain a proper set of books and accounts which reflect all monies received and disbursed.
- Submit a frequent update to the Board of Directors with regards to the association finances.
- Recommend to the Board of Directors special measures, which may be required to correct unsatisfactory financial situations, which may arise in the operation of the Association.
- Prepare a budget on anticipated expenditures for the next playing year, and submit this budget to the Board of Directors for approval at a time to be directed by the President.
- Present to the Annual General Meeting a written report and financial statement on the financial operations of the Association for the last complete fiscal year and interim statements for the current season.
- Arrange for audit or review of the Association books of accounts as directed by the Board.
- Perform such other duties as the President may direct.

Qualifications would include, but not be limited to:

- Must be an active member within the board of directors for a minimum of one (1) year.
- Ideally an individual with a finance and business background would be essential.