



Cochrane Minor Hockey (CMHA).

Title:	CMHA Vice President Operations	Category:	Executive Committee
Organization:	Cochrane Minor Hockey	Req #:	CMHA 02
Location:	COCHRANE, ALBERTA	Reports To:	President CMHA
Nominations Accepted By:			
administrator@cochraneminorhockey.com		MAIL: PO Box 1033 Cochrane, Alberta T4C 1B1 (403) 932-9341	
Board Director Positions Reporting Into Vice President Operations:			
<ul style="list-style-type: none"> (AA Director, Coach Director, Female Director, Goalie Director, Operations Coordinator) 			
Association Committee Ownership:			
<ul style="list-style-type: none"> Coach Selection Committee 			
Job Description			
Position Summary:			
<p>The Vice President Operations 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 Operations shall:</p>			
Specific Responsibilities would include, but not be limited to:			
<ul style="list-style-type: none"> Chair in the absence of the President board of director and general meetings. Together with the Vice President Administration fulfils the duties of the President in the absence of the President. Brief the President, & Board of Directors on significant matters. Oversee the implementation of the objectives of the Board regarding the Hockey Operations of the Association. Make recommendations to the Executive Committee with respect to the number of teams in each division. (Initiation, REP, AA,) Co-ordinate and oversee the Coaches selection process. Define, implement and manage clear goals and objectives for annual player and coach development. Liaise with Hockey Alberta and neighboring associations regarding player and coach development opportunities. In conjunction with the board, establish guidelines outlining the experience and training requirements for coaches at the various divisions. Have joint signing authority on the Associations financial documents. Oversee the director positions and ensure that they undertake all of their duties. Organize any year end related activities. Provide a written report to all meetings of the general membership. Establishing and chairing a Coaches Selection Committee to review applicants, conduct interviews, and make recommendations to the Board. Direct and co-ordinate the activities to enhance the smooth operation of the hockey program. Perform such other duties as the President may direct. 			
Qualifications would include, but not be limited to:			
<ul style="list-style-type: none"> Must be an active member within the board of directors for a minimum of one (1) year. 			