



VICE PRESIDENT ADMINISTRATION

Review date: April 2021

Reviewed by: SJ

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:

Attendance at all Board meetings

- Schedule of Board meeting will be sent out for the year to all directors
- 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.
- Coordinate and oversee the player evaluation process, including the evaluation committee.
- In partnership with the VP Operations coordinate 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 roles and responsibilities associated with that position and will actively recruit a suitable Finance Director.
- Coordinate 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.
- 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.

KEYDATES & YEARLY OUTLINE OF DUITES

- January – begin preparation for the following season evaluations.

- **January – review player forecast for following season**
- **February – review with ice coordinator the requirements for all Evaluations**
- **February – Work with Finance Director to prepare Budget for following season**
- **March – present proposed budget at March Board meeting**
- **April – review communication regarding registration**
- **May – AGM**
- **June – Review total number registered players**
- **July -**
- **August – confirm all Evaluation volunteers etc near the end a meeting to review the process and conduct policy regarding evaluations.**
- **September – Evaluations underway**
- **October – Evaluation review meeting with all volunteers**
- **November – complete a summary report of Evaluations for the Board**
- **December -**