



VICE PRESIDENT OPERATIONS

Review date: April 2021

Reviewed by: SJ

Position Summary:

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: **Specific Responsibilities would include, but not be limited to:**

Attendance at all Board meetings

- Schedule of Board meetings will be sent out for the year to all directors by the Secretary
- 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,)
- 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.
- Direct and coordinate 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:

- Must be an active member within the board of directors for a minimum of one (1) year.