



CALGARY HORNETS LACROSSE ASSOCIATION JOB DESCRIPTIONS

Position:

Vice-President Administration

Authority and Responsibility:

The Board of Directors is the legal authority for the Calgary Hornets Lacrosse Association ("Calgary Hornets"). As a member of the Board, the Vice-President of Administration acts in a position of trust for the community and is responsible for the effective governance of the Calgary Hornets.

Requirements:

- * Commitment to the work of the Calgary Hornets
- * Willingness to serve on Committees
- * Attends and chairs monthly board meetings
- * Attends the Annual General Meeting of the Calgary Hornets or any other special meeting as required to conduct Club business
- * Support any Calgary Hornet special events

Term:

The Vice-President of Administration is elected by the Calgary Hornets membership at the Annual General Meeting. The Vice-President of Administration serves for a term of two (2) years (unless otherwise adjusted by the Board from time to time) and maybe released at the end of the elected term, by resigning, or according to the Calgary Hornets By-laws.

General Duties:

The Vice-President of Administration is fully informed on organizational matters, and participates in the Calgary Hornets Board's deliberations and decisions in matters of policy, finance, programming, personnel and advocacy.

The Vice-President of Administration Must:

- * Approve where appropriate, policy and other recommendations received from the Calgary Hornets Boards, its standing committees and Executive
- * Monitor all Calgary Hornets Policies
- * Review Calgary Hornets By-laws and policy manuals, and recommend By-laws changes to the membership when applicable
- * Review Calgary Hornets Board structure, approve changes and prepare necessary By-law amendments
- * Participate in the development of the Calgary Hornets organizational plan and annual reviews
- * Approve the hiring and release of any paid position on the Calgary Hornets Board and any pay increase or decrease for paid positions
- * Assist in developing and maintaining positive relationships among the Calgary Hornets Board,

committees, coaches, managers, membership and the community to enhance the Calgary Hornets Club's mission.

Specific Duties:

* Oversees the Directors, Committee Members and Coordinators that are tasked with the execution of their particular duties:

- Age Division Coordinators
- Equipment Director, Jersey and Goalie Gear Coordinators;
- Tournament Director, Hive Tournament, Icebreaker (and in some cases – Canada Day) Committees
- Social Media Coordinator, when required

* Is the first placement as Chair for Board meetings and any other meetings where the President may be absent

* Attends all monthly Board Meetings, Planning Meeting and Annual General Meeting

* Has cheque signing authority

* Carries out the duties assigned by the Executive

* Executive Member

Evaluation:

The Vice-President of Administration's performance is evaluated annually based on the performance of assigned Board requirements and duties.

