



# DIRECTOR JOB DESCRIPTION

## VICE PRESIDENT, ADMIN

<b>Job Title:</b>	Vice President, Admin & Finance	<b>Revised Date:</b>	Feb 1, 2022
<b>MHA:</b>	Kerry Park Minor Hockey Association	<b>Term:</b>	Two Years

### Description

Is responsible for the overseeing of KPMHA Administration and the general financial affairs of the Association.

### Key Accountabilities

- **Financial:**
  - Ensures the integrity of the Association's accounting system.
  - Signer on Association and KPMHA team Bank accounts.
  - Chairs the annual Budget Committee to prepare an itemized annual operating and capital budget for the subsequent fiscal period.
  - Oversees the solicitation and work of the bookkeeper.
  - With the assistance of the President, initiates the purchase of goods and/or services, provided the goods and/or services are included in the approved operating budget.
  - Facilitates the annual Notice to Reader engagement as per approval by the Board of Directors or unless otherwise specified in the Society Act.
  - Manages Provincial Gaming Grant reporting requirements.
  - Completes Application and financial reports for Community Gaming Grant.
  - Approves all team budgets once vetted by the Bookkeeper and sends to Team Manager for required Parent signatures.
  - Upload signed team Budgets to google drive.
  - Review Budget vs Actuals after vetted by Bookkeeper.
  - Sets up team delegates through online banking for each team account and email details to each delegate.
  - Set up team auto deposit emails and send details to Team Managers.
  - Approves Officials Pay through the current Payment platform on a monthly basis.
  - Approves any payment plans and refunds for registration fees.
- **Administration:**
  - Hosts the annual Managers'/Team Treasurers' meetings.
  - Ensures general affairs of KPMHA are in compliance with the Society Act requirements, including the filing of necessary documentation. (Annual Society of BC report)
  - Assists in Develop of the implementation of registration campaigns and assists with registration portal through TeamSnap.
  - Works with teams around sanctioning events in cooperation with the KPMHA Risk Manager.
  - Develops and upkeeps necessary templates for the Association (letters, PowerPoint presentations etc.)

- Updates Team Staff to the teams on TeamSnap and creates extra teams such as “Coaches” and “Team Safety People”.
- Creates and updates a list of contact information for all team staff (Managers, Safeties, HC, Assistant Coaches and Treasurers)
- Manages and distributes the electronic tablets for U11 thru U18.
- Sets up and organize required Coaching clinics with BC Hockey and Ref clinics with RIC, hosted by KPMHA.
- Communicates with Team Managers and membership any changes to operations.
- Communicates to membership regarding; AGM agenda, Annual Financial statements, Bylaw changes to be voted on and Board positions up for vote within the Society Act required timeline.
- Oversees the work of the Administration Assistant.
- Maintains renewal of post office box #56 and checks mail weekly.
- Mentor other Board Members.
- **RTH Communication Officer:**
  - ◆ Attend BC Hockey/VIAHA meetings in regards to COVID 19 updates.
  - ◆ Communicate ViaSport protocols and communication with Membership.
  - ◆ Administration tracking.
  - ◆ Meet with Rink Management in regards to Rink protocols.
  - ◆ Create rink Protocol documentation.
  - ◆ Update TeamSnap Health check questions.
  - ◆ Update KPMHA website with COVID 19 communications.
  - ◆ Answer member related questions in regards to protocols.

## Experience

Minimum 5 years bookkeeping experience is strongly preferred. Strong attention to detail and organization is also important. Familiar with the Society Act of BC. Must also be comfortable working with; Excel, QuickBooks, Word, Power Point, PDF creator and Google Drive.

## Typical Committees

Budgeting Committee, Community Gaming Grant Committee, Policies and Procedures Committee