



DIRECTOR JOB DESCRIPTION

VICE PRESIDENT

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| Job Title: | 2. Vice President | Revised Date: | April 08, 2019 |
| MHA: | Kerry Park Minor Hockey Association | Term: | Two Years |

Description

The Vice President shall carry out the duties in the absence of the President and perform such other duties as may be delegated to them in the Bylaws, Policies and Procedures or otherwise. As Director of Operations, the Vice President will ensure composition of teams and all teams function are in accordance with VIAHA, BC Hockey, Hockey Canada and the Associations Policies and Procedures.

Key Accountabilities

- Oversees and acts as chairman of the Discipline Committee including investigating of complaints, coordinating meetings and hearings, recruiting members if a committee is required, and communicating the decisions made to the Board of Directors and all parties affected.
- Ensures the President refers all matters to the Discipline Committee and reviews all game misconduct penalties assessed against players and team officials to suspend or take such other disciplinary action that may be deemed necessary in accordance with the Bylaws and Policy and Procedures.
- Oversees the conduct of the President and addresses as is necessary in accordance with the Bylaws and Policies and Procedures.
- Shall attend monthly Directors Meetings and shall, in the absence of or at the request of the President, preside at other internal or external meetings.
- Act as Acting President for the remainder of the season in the event that the President is unable to complete/fulfill their duties/obligations.
- Will ensure that the interests of the general membership are given due and adequate consideration in all activities carried out by the Board of Directors. This includes ensuring the Policies and Procedures are up to date and available to membership.
- Will be available to assist any Director in the completion of their functions.
- Monitors adherence by the Directors to all existing Policies and Procedures and to inform the Board of Directors with respect to any inconsistencies between existing Policies and Procedures and a proposed policy.
- Attends Director Meetings and prepares monthly Vice President reports for the Director Meetings.
- Ensures player evaluations are conducted in a fair and reasonable manner and void of conflict of interest.
- Ensures coaching selections are made in accordance with Policies and Procedures.
- Approves all rostered teams, including team officials, in accordance with VIAHA, BC Hockey and Hockey Canada requirements.

Experience

Previous board or management experience is recommended.

Typical Committees

Disciplinary Committee; Coach Selection Committee; Policies and Procedures Committee