



DIRECTOR JOB DESCRIPTION

VICE PRESIDENT, ADMIN

Job Title:	Vice President, Admin & Finance	Revised Date:	Feb 1, 2023
MHA:	Kerry Park Minor Hockey Association	Term:	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.
- Is part of the committee that 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.
- 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 and Divisional Directors.
- Develops and upkeep 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)
- Sets up and organize required Coaching clinics with BC Hockey and Ref clinics with RIC, hosted by KPMHA.
- 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
- Mentor other Board Members.

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