



POSITION DESCRIPTION

Position Title: Vice President, Operations

Member of: Executive Committee

Supports: SMHA Registrar and Division Directors

Term: 2 Years (Elected at AGM in odd numbered years: 2025, 2027, etc.)

Purpose / Summary: Supports the operational needs of Stettler Minor Hockey Association (SMHA), including evaluations, team formation, league coordination and policy development.

KEY RESPONSIBILITIES

- Organize and oversee evaluations and team selections in collaboration with the President, VP Development, Registrar, Division Directors and/or evaluation committee.
- Support the Executive Committee, Registrar and Division Directors with day-to-day operational matters and decision making.
- Serve as CAHL Director – SMHA's representative and primary point of contact with the Central Alberta Hockey League (CAHL).
- Communicate league information, deadlines and updates to the Executive Committee, Registrar, Ice Allocator, Division Directors and team officials as appropriate.
- Represent SMHA regarding league matters, appeals and voting responsibilities.
- Coordinate appropriate team tier placement and affiliate players, in collaboration with the President, VP Development and team staff.
- Recruit and support two SMHA candidates for CAHL Governor positions as required.
- Work with the Executive Committee and Board to review and update policies and procedures.
- Assist with presidential duties in the President's absence.

REQUIRED TIME COMMITMENT

- Time commitment varies throughout the year, with peak involvement from September to October during evaluations and team formations.
- Attend monthly SMHA Executive and Board meetings and provide updates regarding league and operational matters.
- Attend virtual CAHL meetings monthly throughout the season, including the April AGM.

QUALIFICATIONS & COMPETENCIES

- Strong communication, organizational skills and problem-solving skills.
- Basic computer proficiency, including email, Word and Excel.
- Reliable access to a computer and internet connection.
- Knowledge of SMHA operations, policies and procedures is considered an asset, along with familiarity of CAHL, Hockey Alberta and Hockey Canada programming.
- Preference is given to candidates with one or more years of experience serving on the SMHA Board of Directors, where possible.