



POSITION DESCRIPTION

Position Title:	V.P. Hockey Operations
Accountable To:	President
Leads:	Registrar, Administration & Permits Director Handles the general team operations and league requirements with, U9 Director, Female Director, U11 Director, U13 Director, U15 Director, U18 Director
Term:	2 Years (Odd Numbered Year Elections)
Purpose/Summary:	Assist in day to day SMHA decisions. Provide support to president, Registrar and Directors where needed. Represent SMHA in leagues and Hockey Alberta Recommend policy in SMHA Operations

RESPONSIBILITIES

- Attend all SMHA executive and board meetings
- If appointed by the President, shall perform the duties of the President in his/her absence
- Organize all team selection and tryouts in conjunction VP Development and Registrar overseeing Directors
- Presents policy regarding general operations to the President and Past President
- Support SMHA executive, Registrar, and Directors in decisions needing to be made day to day
- Oversees presenting Operations plan for the year at the Coach/Manager Meeting
- Become CAHL director representing SMHA which involves the following
 - Attend all CAHL meetings
 - Team placement in appropriate tiers, in conjunction with President, and VP Development
 - Support ice allocator and registrar in CAHL deadlines and communications
 - Recruitment of required Governor candidates
 - Is liaison between West Country & U9 Director
 - Is liaison between RMFHL & Female Director
 - Voting for SMHA on league issues and decisions
 - Communication liaison between leagues and any team officials, executive and board member
 - Representative for SMHA on any league appeals or matters

REQUIRED TIME COMMITMENT

- Attend all SMHA executive/ Board meetings once per month
- Attend all levels of tryouts/ team selections in September that there is no conflict of interest in, if there is a conflict appoint appropriate member of executive to replace you.
- Attend all CAHL meetings in Strathmore once a month from October thru April
- Attend Hockey Alberta Zone 7 meeting and Hockey Alberta AGM

QUALIFICATIONS & COMPETENCIES

- Must have valid drivers licence
- Communication skills
- Computer skills (word, text, excel)
- Hockey skill knowledge
- Openness to new ideas, suggestions and feedback
- Organizational skills
- Willing to work hand in hand with others