

VICE PRESIDENT – ADMINISTRATION/DISTRICT REPRESENTATIVE

This post reports to the President of the Lakeville Hockey Association

Term: 2 Years

Beginning: April, even numbered years

Description

- A supervisor of all administrative functions within LHA that includes the Secretary, Registrar, Equipment Director, Ice Director, Referee-in-Chief, and Communication Director positions.
- Participate as needed to assist Secretary, Registrar, Events Director, Newsletter Director, Referee-in-Chief, Equipment Director, Ice Director, Fundraising Director, Sponsorship Director and Past President in regular responsibilities and any special requirements.
- The District Representative works closely with District 8 Director, LHA affiliated districts and administrative LHA board positions. Represents Lakeville in District 8 meetings, acting as the official communications link.

Tasks

- Attend all District 8 Meetings and report to LHA Board all necessary information and actions to be taken. Carry to District 8 any LHA related topics, requests or items of interest.
- Participate in administrative activities and get involved as required to assure acceptable operations of LHA Administration.
- Take an active role in registration process by assisting Registrar and assuring team registration with District 8, MAHA and USA Hockey.
- Lead the background check process for all Board Members and assist Registrar with coach background check forms.
- Assist LHA President in special assignments.
- Oversee the pre-registration advertising flyer for grade school distribution. Collect necessary data from Level Directors, edit/print flyer and work with School District for proper distribution.
- Oversee the administration of the web site and its use for communications to the member community.

Memberships and Meetings

- Lakeville Hockey Association Board of Directors (Monthly – 2nd Wednesday), required
- District Representative/Vice President Hockey Administration may also be a member or consulting resource of temporary committees organized by the LHA.

Special Requirements

- Organization, computer and communication skills.
- Previous LHA Board experience is an advantage, but not a necessity.

- Ability to dedicate adequate time to board duties.