

## **VICE PRESIDENT - OPERATIONS**

**Term:** 2 Years

**Beginning:** April, even numbered years

This post reports to the President of the Lakeville Hockey Association

### **Description**

- Responsible for the operational leadership of all LHA levels via significant planning efforts and operating committee involvement.

### **Tasks**

- Facilitates and administers the annual LHA operating plans efforts by consolidating the key action items associated with administrative, operations and hockey development efforts.
- Oversees and coordinates the annual try-out process. Includes partnering with the Hockey Development Committee (HDC) on direction and facilitating all coordination aspects of the LHA try-out process (building and managing all computer try-out models, scheduling try-outs, conducting orientation sessions for try-out volunteers, and managing all related administrative activities).
- Provides overall leadership to the LHA Level Directors and assists the Level Directors in all matters as required.
- Plays a coordinating role/liaison between the Treasurer and Level Directors regarding the annual LHA budgeting process.
- Leads the annual LHA Level Profiling effort in partnership with the HDC and respective Level Directors. This effort focuses on appropriately profiling the number of teams at each level, the number of players at each level and the number of players per team.
- Serve as an active member of the HDC regarding all matters.
- Member of the LHA Coaches Selection Committee designed to select quality coaches in the best interest of Hockey Development and Player Development.
- Serve as a member of the LHA Executive Committee with the President and other Vice President positions with a focus on key aspects of the overall operation of the LHA.
- Participate as needed in local community activities, community actions, and community functions in the best interests of LHA on an as needed basis.
- Participates in issue resolution via Level Director Leadership role as well as a participant of the HDC.

### **Memberships and Meetings**

- Lakeville Hockey Association Board of Directors (Monthly – 2<sup>nd</sup> Wednesday), required
- LHA Hockey Development Committee (as required).
- LHA Coaches Selection Committee (as required).
- LHA Hockey Executive Committee (LHA President and respective Vice Presidents).
- LHA Ice Advisory Committee (as required).

### **Special Requirements**

- This position requires a significant time commitment, both during the hockey season and during the off-season inclusive of significant time spent throughout the summer months.
- Willingness to dedicate long hours during the 45 day LHA try-out period.
- Willing to participate in issue resolution and deal with player, coach and parent issues as required.