

VICE PRESIDENT (Voting Board Member)

Person is voted onto the board by the association and appointed into this position by the current voting board members.

Major Role: The position of Vice President shall be responsible for aiding the president in setting the long-term direction of the association and implementing, monitoring, and evaluating all league functions. As a member of the association's board, this role is a representative of the general hockey public, working in the best interest of the entire youth organization. You will attend board scheduled meetings to provide status, input and direction to the executive board related to the area of responsibility as defined within this description.

Responsibilities:

- Serve as escalation point of disputes involving Parents, Coaches, Suppliers, Arenas, etc.
- Sign ice contracts as necessary if President is unavailable
- Insure proper budgets are developed and monitored
- Work with Treasurer to obtain scholarship money for the league
- Approve newsletters, web postings, board meeting agendas, and board minutes prior to distribution if President is unavailable.
- Recruit new board members
- Resolves delinquent accounts
- Run board meetings in the absence of the president
- Attend D10 defined meetings
- Build positive relationships with surrounding youth associations and D10 representatives
- Assist with other roles as required

Functional Areas

Key Competencies:

- Interpersonal skills, ability to collaborate and interact with many people
- Strong ability to develop and foster relationships
- Ability to negotiate and resolve conflict, provide constructive feedback
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self motivated and takes initiative
- Hockey and/or business knowledge is a plus
- Base computer skills including email and word processing is required

Job Requirements:

- Contribute required time which may include weekends and evenings thought the entire year
- Ability and willingness to attend many games
- May be required to attend a game or meeting with little notice
- May be required to drive to required locations, i.e. arenas or meetings
- Personal computer with word processing capabilities/tools
- E-mail capability, required to maintain and interact via email on a regular basis
- Cellular phone or voice mail capability at residence
- Must attend BBL YHA Board and membership meetings as scheduled

Time Needed for Position: This is a 12-month position, re-appoints on an annual basis. This position requires approximately 4+ hours weekly, based on the time of year and current level of activities. Requirements may jump to 10+ hours per week during peak activity times.