



# CHESTERMERE MINOR HOCKEY ASSOCIATION

## SECTION 5.2

## VICE-PRESIDENT

### General Description:

The Vice-President is responsible for assuming the duties of the President in the event the President is unable to carry out their duties. The Vice-President also supports the Board of Directors on projects or assignments as required by the Board from time to time.

### **Skills/Attributes recommended:**

The Vice President should have exceptional communication and mediation skills, strong organizational and leadership skills, a solid knowledge of hockey, a thorough understanding of the CMHA operations, policies and procedures and bylaws. This person must be reliable, flexible and respectful.

### Responsibilities:

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Member of the senior executive for CMHA.</li> <li>• In the absence of the President, Chair and preside at all meetings of CMHA and the Board, including Executive, General, and Special meetings of the Association and all Association functions. In the absence of both, a chairman may be elected from those present to preside over the meeting.</li> <li>• Attend regularly scheduled meetings.</li> <li>• Assist in overseeing any committees enabled by the Board of Directors during the hockey season.</li> <li>• Support the decision-making process.</li> </ul>
<b>Operations</b>	<ul style="list-style-type: none"> <li>• Secondary contact between the HC, HA, CMHA, CRCA and CIRA.</li> <li>• Assist in all yearly CMHA planning activities to ensure season readiness.</li> <li>• Oversees the Operations Director, Ice Director, Hockey Development Director, and Risk Management.</li> <li>• Participates in the evaluation process and any arising conflicts.</li> <li>• Manages relationships with other organizations in our elite/alternate feeder system.</li> <li>• Participate in attending any parent complaint and subcommittee meetings as required.</li> </ul>
<b>Functions</b>	<ul style="list-style-type: none"> <li>• Serve as the secondary spokesperson for the Association.</li> <li>• Ensure CMHA is represented at all functions/events requiring Minor Hockey support.</li> </ul>

### Voting:

The Vice President is a voting member of the Board.