



## Woolwich *Girls* Minor Hockey Association

Job Description	
Executive Position	Vice President
<b>Duties - Overall</b>	<ul style="list-style-type: none"> <li>• Main interaction/communication contact               <ol style="list-style-type: none"> <li>1. Whom - executive members, coaches, parents, team managers</li> <li>2. Topics - anything</li> <li>3. How - email, phone, face to face meetings</li> </ol> </li> <li>• Perform duties of the President in the absence of the President.</li> <li>• Represent the Association by fielding questions and provide direction to the association volunteers and players with support of the President and other executive members.</li> <li>• Assist with all functions coordinated by other executive members.</li> </ul>
<b>Duties - Sept-Dec</b>	<ul style="list-style-type: none"> <li>• Assist the president with team member allocations</li> <li>• Attend meetings with executive members, coaching staff, parents, and players</li> <li>• Assist executive members with responsibilities</li> </ul>
<b>Time Required</b>	<ul style="list-style-type: none"> <li>• 40 hours</li> </ul>
<b>Duties - Monthly</b>	<ul style="list-style-type: none"> <li>• Attend monthly executive meetings</li> <li>• Field questions from various members in the association and executive</li> </ul>
<b>Time Required</b>	<ul style="list-style-type: none"> <li>• 2-3 hours</li> </ul>
<b>As required</b>	<ul style="list-style-type: none"> <li>• Take minutes in the Secretary's absence</li> <li>• Chair meetings in the President's absence</li> <li>• Alternate signer for release forms</li> <li>• Meeting with select members of executive or association members to mediate conflicts</li> <li>• Assist with all fundraising events</li> </ul>
<b>Skill Sets Required</b>	<ul style="list-style-type: none"> <li>• Necessary skills:               <ul style="list-style-type: none"> <li>○ Good communication skills (oral &amp; written)</li> <li>○ Conflict resolution skills</li> </ul> </li> <li>• Recommended skills:               <ul style="list-style-type: none"> <li>○ Organizational skills</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>• Helpful skills:<ul style="list-style-type: none"><li>○ Good knowledge of association constitution</li></ul></li></ul>
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