



# DIRECTOR JOB DESCRIPTION

## VICE PRESIDENT, OPERATIONS

<b>Job Title:</b>	Vice President, Operations	<b>Revised Date:</b>	Feb 01, 2024
<b>MHA:</b>	Kerry Park Minor Hockey Association	<b>Term:</b>	Two Years

### Description

The Vice President, Operations is responsible for the Association's management of hockey operations, including dissemination of rules and regulations from VIAHA, BC Hockey and Hockey Canada. Responsible for the management of team and player records, including all accumulated dangerous penalties, fighting, suspensions, etc. and ensures Fair Play throughout the Association. Performs such other duties as may be delegated to them in the Bylaws, Policies and Procedures or otherwise.

### Key Accountabilities

- Will ensure composition of teams and all teams function is in accordance with VIAHA, BC Hockey, Hockey Canada and the Associations Policies and Procedures.
- At the pleasure of the Board of Directors, Assume the President's duties, if the President resigns, or is otherwise unable to perform their duties.
- Recruits members for the Disciplinary Committee to be approved by the Board of Directors.
- Oversees and acts as chairman of the Discipline Committee ensuring investigating of complaints, coordinating meetings and hearings, and communicating the recommendations made to the Board of Directors and all parties affected.
- Reviews all game misconduct penalties assessed against players and team officials to suspend or take such other disciplinary action that may be deemed necessary in accordance with the Bylaws and Policy and Procedures.
- Keeps track of all penalties for those teams with Players that have excessive penalty minutes and shares the information with the Board of Directors.
- With the VP Admin, oversees the conduct of the President and addresses as is necessary in accordance with the Bylaws and Policies and Procedures.
- Shall report to the President any outstanding issues or concerns.
- Attends all Association Coaches and Managers meetings.
- Oversees the use of affiliate players (AP Program) throughout the Associations. Promotes and works with Registrar to ensure each team has enough rostered APs in the fall.
- Acts as the Association's expert with regards to the rules and regulations of hockey set out by hockey governing bodies.
- Monitors adherence by the Directors to all existing Policies and Procedures and to inform the Board of Directors with respect to any inconsistencies between existing Policies and Procedures and a proposed policy.
- Ensures player evaluations are conducted in a fair and reasonable manner and void of conflict of interest.
- Ensures coaching selections are made in accordance with Policies and Procedures.
- Approves all rostered teams, including team officials, in accordance with VIAHA, BC Hockey and Hockey Canada requirements.
- Attends Director Meetings and prepares monthly Vice President report, for the Director Meetings.
- Is listed as a backup Coach on all team rosters.
- Performs other duties assigned by the President and will be available to assist any Director in the completion of their functions.

### Experience

Previous board or management experience is recommended.

### Typical Committees

Disciplinary Committee; Coach Selection Committee; Policies and Procedures Committee