

POSITION DESCRIPTION:

VICE PRESIDENT



REVIEWED:

1.0 PURPOSE

The Vice-President assists the President and Executive as requested. Assumes President office if the President is unable to complete term. You will work with the Secretary to facilitate registration of all skaters with Skate Canada to ensure records are maintained.

2.0 RESPONSIBILITIES

- Working with the Secretary you will coordinate the registration of members
- Advertise registration with Communications Coordinator
- Prepare registration forms
- Develop information sheets and distribute (schools)
- Organize staffing for Parade of Programs / General registration event(s)
- Work with Secretary to collect on-going and late registrations
- Submit names and addresses of Club Board of Directors and Professional Coaches to Skate Canada
- Work with Secretary to maintain a membership list, including Skate Canada number, and provide this list to the Board as requested.
- Become familiar with all aspects of the Club
- Assist the President in updating the Club's By-Laws
- Assist with Parent Information Sessions
- Assist with distributing information to parents and skaters
- Assist Executive Members and Club Committees as needed
- Has signing authority
- Assist with other Club activities
- Monitor and support Club activities while at the Arena.
- Co-Chair (with Communications Coordinator) the Wind-Up Committee
- Coordinates and oversees the organization of the Ice Show, and Exhibitions

3.0 REQUIREMENTS

- Good organizational skills
- Ability to communicate effectively
- Ability to work with a team and independently
- Ability to fulfill deadlines
- Make good decisions based on the best interest of the Club as a whole

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4.0 TIME COMMITMENT

- Two year term of office; August 1 - July 31
- Estimated time;
 - Annual General Meeting, 3 hours per year
 - Monthly Board of Directors meetings, 20 hours per year / 8 meetings
 - Registration, 20 hours per year
 - Parent information sessions, 8 hours per year
 - Attending other meetings and various Club activities and sessions, 10 hours per year
 - General correspondence and involvement, 10 hours per year
 - Ice Show Coordination, 60 hours per year
 - Coordination of other events, 20 hours per year

Approximate total yearly commitment, 150 hours per year