



SOUTH AUSTRALIAN ICE HOCKEY ASSOCIATION Inc.

IHSA PRESIDENT - POSITION DESCRIPTION

POSITION PURPOSE

The President, subject to the overall management and supervision of the Board, is charged with the general management and supervision of the affairs and operations of the Ice Hockey Association of South Australia Inc. (IHSA). The President shall generally perform the duties usual to the office of President and may, at his / her discretion, order the calling of Meetings of the Executive, the Board or any other Sub-committee as required.

To be eligible for this position you must be and remain a current Financial Member of the South Australian Ice Hockey Association Inc. throughout your tenure in this role.

AUTHORITY

The President may exercise all Duties and Powers of the Executive or Board only in the case of an Emergency when a vote of the Executive or Board cannot be obtained, and he / she shall in a reasonable amount of time report in writing any actions taken in the exercise of this Emergency Power to the members of the Executive or Board.

SPECIFIC DUTIES

The President will perform many Specific Duties throughout his tenure and these Duties include but are not limited to the following:

- Provide vision and direction for the advancement of ice hockey in South Australia, including leading the development of strategic and policy direction for IHSA.
- Assist the Treasurer in developing IHSA's Annual Budget.
- Ensure that the clubs and leagues of IHSA are administered in a manner consistent with IHSA's Policies and Procedures.
- Oversee and ensure Portfolio Directors carry out their duties and responsibilities as determined by the Board.
- Oversee and ensure co-ordination of all State Teams attending National Events.
- Represent IHSA at all official functions and meetings, to the media and at public events when required.
- Provide direction and protocol advice where necessary to players and team officials attending National Events and the Friendship Games International Event and in the presence of any Officials, Dignitaries and IIHF and IHA Officials.
- Act as a mediator on issues where resolution is required on matters arising from the day-to-day business and affairs of IHSA.
- On behalf of IHSA and as directed by the Board, liaise with the IIHF, ASC, AIS, AOC, ASDA, IHA and other national sporting and Government Agencies on a range of sport related matters.
- Ensure press or promotion issues are not detrimental to IHSA.
- Perform such duties as may, from time to time, be established by IHSA.
- Has the overall responsibility for the effective leadership and management of IHSA.
- Signs all major documents and approves all major expenditure.
- The primary point of contact with the community and other outside agencies on all matters of significance affecting the IHSA, unless such duties are delegated to another member of the Executive Committee.

"Our mission is to administer, promote and develop Ice Hockey as a safe, healthy and enjoyable sport for all ages and ability levels"

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- Responsible to ensure the duties of all members of the Executive Committee are discharged properly.
- Shall cause all complaints and expressions of concerns to be investigated.
- Representing the Association at all levels of the community.
- Ensuring that the Association adheres to its Constitution and Rules.

MEETINGS AND COMMITTEES

The President sets the overall Annual Committee Agenda (consistent with the views of members), helps all Committees prioritise their goals and then keeps the Committees on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective Committee Meetings and to:

- Call meetings of the Executive Committee or Board as and when required.
- Set the Agenda for meetings of the Executive Committee, and all general meetings of the IHSA.
- Preside at Annual General Meetings, Special General Meetings, Executive Committee Meetings and Board Meetings.
- Attend and represent IHSA at any relevant Committee Meetings, seminars or workshops and report back to the Board on all matters concerning the sport in South Australia.
- Coordinate the work of the Executive Committee and all Sub-committees.
- Act as an Ex-Officio member of all IHSA Committees and Sub-committees.
- Dealing with agenda items in order of appearance (re-ordering if necessary)
- Ensuring all members have the opportunity to speak, addressing the meeting through the Chair.
- Maintaining a neutral position during discussion and decision making including forming decisions or motions and asking the meeting to vote on them.
- Preserving order throughout the meeting and keeping discussion and decision making relevant and within time.
- Delivering a casting vote in the event of an equal vote (depending on the constitution).
- Suggesting appropriate procedures to deal with any difficulties in getting through agenda items if necessary.
- Signing minutes of the previous meeting after they have been confirmed as a true record.

The President is the presiding officer and helps the Board to make effective decisions for managing and operating the Association by fulfilling a number of duties. During Board meetings the President will keep business and discussions on track and will generally keep the meetings from becoming too long. The President can accomplish this by having most of the business that is brought to the floor in the form of a motion, as this will then focus the discussion. Open discussions and cross talk just derail the agenda and create confusion and waste time. If there is no second to the motion, then there will be no discussion and the Board can then go on to the next agenda item. If the motion is seconded and the ensuing discussion becomes confused or too long, the President will refocus the discussion, or have the motion tabled if there is no chance of a decision on this matter at this meeting.

KNOWLEDGE AND SKILLS REQUIRED

Ideally the President is someone who:

- Can communicate effectively at all levels within and outside of the Association.
- Is well informed of all activities within IHSA.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the IHSA Strategic Plan, Constitution, Rules and the Duties of all Office Holders and Sub-committees.
- Will be a supportive leader for all of the Associations Members.

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Promote and Develop Ice Hockey as a Safe, Healthy and Enjoyable Sport for All

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GOVERNANCE

- Understand how the organisation works, including the organisations services, their programs and their staff.
- Keep up to date by reading the minutes, reports and any other necessary meeting papers.
- Regularly attend Board meetings.
- Be familiar with the Constitution, including the specific roles and responsibilities of the Board outlined within it.
- Approve relevant documents, including documents related to the Associations' finances.
- Ensure the Associations' compliance with funding agreements, Policies, Legislation and Regulations.
- Manage the organisation's risk (i.e. minimise the impact of potential barriers preventing the organisation from achieving its objectives efficiently and effectively).
- Be active in planning for the future direction of the organisation.
- Take responsibility for particular areas of work, perhaps through involvement in sub-committees.
- Ensure that new committee members are aware of their statutory obligations and responsibilities to the Association.
- Try to be as active as possible in Board decision making.

REPORTS TO

At all times the President reports to and represents the interests of the Board of the South Australian Ice Hockey Association Inc. and its Members.

This document is to be read in conjunction with the IHSA Board Member - Code of Ethics

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