



SOUTH AUSTRALIAN ICE HOCKEY ASSOCIATION Inc.

IHSA VICE PRESIDENT - POSITION DESCRIPTION

POSITION PURPOSE

The Vice President shall, in absence or inability of the President, assume the duties of the President. He / she will also hold specific portfolios as directed by the President from time-to-time.

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 Vice President shall, in absence or inability of the President, assume the duties of the President and, in that event, have all the powers, authority and restrictions of the President. He / she will also report to the President on all portfolios under his / her jurisdiction and is not empowered to make decisions resulting from the portfolio(s) without consultation with and approval by the President.

SPECIFIC DUTIES

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

- Assist in providing the vision and direction for the advancement of ice hockey in South Australia, including assisting with the development of Strategic and Policy direction for IHSA.
- Attend and / or fill in for the role of the President if they are unable to attend Annual General Meetings, Special General Meetings, Executive Committee Meetings and Board Meetings, or any other official function.
- Ensuring that the Clubs and leagues of IHSA are administered in a manner consistent with IHSA's Policies and procedures.
- Address all Constitutional, Rules and Policy issues requiring interpretation.
- Assist the President, Secretary and Treasurer in the development of the IHSA Annual Budget.
- Perform such duties as may, from time to time, be established by IHSA.
- Investigate any complaints brought forward by a parent, coach or player.
- Assist the Treasurer in developing the IHSA Annual Budget.
- Ensure that the Clubs and Leagues of IHSA are administered in a manner consistent with the IHSA Policies and Procedures.
- Oversee and ensure Portfolio Directors carry out their duties and responsibilities as determined by the Board.
- 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.
- Representing the Association at all levels of the community.
- Ensuring that the Association adheres to its Constitution and Rules.

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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- Coordinate Association planning to ensure appropriate plans are developed, presented to and reviewed by the Board, and enacted as required.
- Maintain and update IHSA Website and Social Media Pages / Groups, in conjunction with the website maintenance and service providers.
 - Answering enquiries originating from the IHSA Website or any IHSA Social Media Pages / Groups,
 - Administration of Social Media Pages / Groups may be delegated as required from time to time.

MEETINGS AND COMMITTEES

The Vice President will assist the President at all Meetings as required, to:

- 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.
- Assist with the coordination and work of the Executive Committee and all Sub-committees.
- Act as an Ex-Officio member of all IHSA Committees and Sub-committees as required.
- Dealing with agenda items in order of appearance (re-ordering if necessary).
- 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.
- Suggesting appropriate procedures to deal with any difficulties in getting through agenda items if necessary.

KNOWLEDGE AND SKILLS REQUIRED

Ideally the Vice President is someone who:

- Can stand in for the President or any other Executive Member as required.
- 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 the Association and its Members.
- Has a good working knowledge of the IHSA Strategic Plan, Constitution, Rules, Bylaws and the Duties of all Office Holders and Sub-committees.
- Will be a supportive leader for all of the Associations Members.
- Able to maintain confidentiality on relevant matters.
- Able to work collaboratively with other Committee Members.
- Essential to be available to listen and give advice regarding any concerns and issues raised by Committee or Association Members.
- Be a good role model and a positive image for the Association in representing the Association in other forums.

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.

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- Be familiar with the Constitution, including the specific roles and responsibilities of the Board outlined within it.
- 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.
- Responsible for all IHSA documentation updates and approvals and the development and implementation of any new or required documents.
 - Position Descriptions
 - Policies & Procedures
 - Codes of Conduct
 - Forms
 - Documents
 - Handbooks
 - Action Plan
 - Strategic Plan
 - Constitution
 - Bylaws

REPORTS TO

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

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