

Position Description – VICE PRESIDENT (OPERATIONS)

Status	Holds a position on the Management Committee and Chairs the Operations sub-Committee
Key Objective	<i>To guide volunteers working in operational positions on behalf of, and for the benefit of, the existing and potential members</i>
Responsibilities	<ul style="list-style-type: none"> • Oversee Junior and Senior Development Coordinators, coach coordinator, equipment and uniform officers (operations sub-committee). • Coordinate and chair meetings of the operations sub committee with particular emphasis on pre-season and season commencement activities (player numbers, uniforms, recruitment, equipment etc) • Lead the coordination and identification of BHC's hockey team operational needs and development activities for the year • Chair meetings of the Operations sub-committee, record matters discussed and decided and report recommendations to the management committee • Ensure members of the operations sub-committee are aware of the annual budget items and • Ensure activities of the operational sub-committee are in support of the BHC Strategic Plan and agreed development directions • Coordinate (or delegate) turf training request & snr training calendar • Assist with the communication, promotion and implementation of BHC policies and procedures • Maintaining a thorough knowledge of the Rules of Association, IHA bylaws • Maintain a working relationship and provide support to sub-committee members and club officials
Key Skills / Experience	<ul style="list-style-type: none"> • Good people skills (a leader, a listener and a facilitator) • Ability to function as a key player in a team, providing leadership and development focus for the sub-committee. • Ability to identify and coordinate the communication of BHC's ongoing hockey team operational needs. • Ability to identify, prioritise, complete and delegate tasks appropriately to meet deadlines. • A good standard of oral communication skills • Ability to use Word and email systems
Accountability	<ul style="list-style-type: none"> • BHC Management committee
Relationships	<ul style="list-style-type: none"> • Management Committee & Sub-committees, • Coordinators, Team coaches, Team managers, Equipment officer, uniform officer

Relevant Policies & Procedures	<ul style="list-style-type: none"> Be aware of the content of, and abide by, these policies / Procedures <table border="1" data-bbox="531 264 1406 488"> <tr> <td><i>Codes Of Conduct</i></td> <td>Internet/email</td> </tr> <tr> <td><i>BHC Rules of Association</i></td> <td>Children and young people</td> </tr> <tr> <td><i>Associations Incorporation Act</i></td> <td>Drug and Substance abuse</td> </tr> <tr> <td><i>BHC's Grievance Procedure</i></td> <td>Volunteer management</td> </tr> <tr> <td><i>BHC's Strategic Plan 2010-2012</i></td> <td></td> </tr> </table>	<i>Codes Of Conduct</i>	Internet/email	<i>BHC Rules of Association</i>	Children and young people	<i>Associations Incorporation Act</i>	Drug and Substance abuse	<i>BHC's Grievance Procedure</i>	Volunteer management	<i>BHC's Strategic Plan 2010-2012</i>	
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Terms	<ul style="list-style-type: none"> Must be available for one year Reduced playing fee, in accordance with the approved Volunteer Discount Schedule, Free Officials shirt (or item as approved for the current year's volunteer workforce) 										
Resources	<ul style="list-style-type: none"> Out of pocket administration and phone expenses, as approved by the committee RSC Club governance manuals 										
Training	<ul style="list-style-type: none"> Induction 										
Tips	<ul style="list-style-type: none"> Be pro-active in communications and organising pre-season meeting of the operations sub-committee Act promptly on communicating identified needs to the management committee Be unbiased/impartial on all issues and discussions held Allow for and encourage relevant discussion and debate Make decisions based on informed discussion and majority vote Avoid repetition, arguments, interruptions and deviation from the matter being discussed Maintain confidentiality on relevant matters 										

Tasks

In addition to the general communication and administration responsibilities outlined above the following key tasks are required at various times of the year (guide only).

Month	Key Tasks
Dec	<ul style="list-style-type: none"> • Refresh knowledge of BHC rules of association, policies and procedures •
Jan	<ul style="list-style-type: none"> • Attend Coach/Manager induction seminar
Feb	<ul style="list-style-type: none"> • Assist with organisation of Sign on day – 1st weekend Feb (generally) • Organise meeting of coordinators within 1 week of sign on day, following receipt of player registration spreadsheet from registrar / secretary • Communicate turf training details to coaches, managers and coordinators for distribution to players • Assist with the establishment of senior player / team selection pannels
March	<ul style="list-style-type: none"> • Ensure equipment needs are communicated to equipment officer for purchase • Ensure uniform officer distributes uniforms to team managers for season start
April	<ul style="list-style-type: none"> • Season start catchup meeting
May	<ul style="list-style-type: none"> •
Jun	<ul style="list-style-type: none"> •
Jul	<ul style="list-style-type: none"> •
Aug	<ul style="list-style-type: none"> • Assist with organisation of end of year Review/feedback session with coaches, managers and volunteers to review how we went & identify what needs changing
Sep	<ul style="list-style-type: none"> • •
Oct	
Nov	<ul style="list-style-type: none"> • Assist with identifying suitable candidates for following season

SIGN OFF

I have read and understood all the policies, procedures, incorporation, and legislation requirements expected of this position.

I hereby agree that I am able to carry out the requirements as detailed and I agree to uphold the vision, values, goals and policies of the organisation that elected me to this position

I hereby agree to regularly attend committee meetings, special meetings and organisation functions required of my position.

I accept that if I am unable to complete my responsibilities in accordance with the determined expectations, that **I will vacate** the position immediately; and/or acknowledge the organisation will have the right to declare the position vacant

Position Holder

<i>Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____

Witnessed by

<i>Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____