



LOWER GREAT SOUTHERN HOCKEY ASSOCIATION INC

Vice President – Job Description

Position Title	Vice President
Location	Albany
Date Prepared	March 2023

Position Summary

Description	Supports the President and deputises where necessary; ensures the efficient and effective operation of the executive and all operations.
Responsible to	President and board
Positions under supervision	Hockey Development Officer Programmes Officer Secretary Various volunteers
Associated functions	Liaises with official LGSHA suppliers and stakeholders.
Role duration	12 months; planned that incumbents sit for period of three terms
Time commitment	~ 3 – 4 hours/week over year
Employment status	Volunteer
Constitutional functions	1) In the absence of the President; a) presides over all Committee meetings. b) otherwise assumes all President's normal duties and rights. 2) Be responsible for ensuring the Secretary executes his/her duties.

Key Responsibilities

Promotion	<ul style="list-style-type: none"> Promote hockey and the LGSHA in the region. Network widely through sporting bodies and local government authorities.
Facilitation	<ul style="list-style-type: none"> Direct communication between board members. Assume function of President in that person's absence. Communicates board decisions to DO and other employees/volunteers.
Administration	<ul style="list-style-type: none"> <u>Strategy</u>: Monitor progress against strategic plan <u>Planning</u>: Facilitate planning

Key Deliverables

Ex-Strategic Plan	Priority 1
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	<ul style="list-style-type: none"> • Strengthen partnerships with Hockey WA and others. • Identify, implement and promote development pathway for officials. • Investigate succession plans for board members.
	Priority 2 <ul style="list-style-type: none"> • Assist clubs with strategies to improve social aspects of hockey.
	Priority 3 <ul style="list-style-type: none"> • Investigate need for DO role to go full-time.

Qualifications, skills, attributes

Essential Criteria	<ul style="list-style-type: none"> • Experience in a leadership role • Strong interpersonal, facilitation and networking skills • Clear and concise oral and written communicator • Ability to negotiate between members
Desirable Criteria	<ul style="list-style-type: none"> • Experience with boards of management, incorporated organisations • Good working knowledge of Association by-laws and constitution • Sound hockey knowledge and experience across playing, coaching, officialdom and administration