



VP of ADMINISTRATION (DIRECTOR)

SUMMARY:

The VP of Administration position is an elected two-year board position (Director and Officer) under RMMHA Bylaws. Being an Officer includes being a signing authority for the Association. This position is elected by the members into the position (not appointed by the Board of Directors).

KEY ROLE/RESPONSIBILITIES:

- Oversees everything dealing with administration in the association including the following board positions:
 - Risk Management
 - Treasurer
 - Secretary
 - Sponsorship
 - Tournaments
- Represents RMMHA at meetings with the City and Arena Operators dealing with Ice
- Oversees and signs all Ice Contracts
- Signing Authority for cheques issues in the association
- Part of the “leadership group” sub-committee which includes:
 - Attending meetings as required to review Policy, plan events, etc.
- Part of the Finance Committee sub-committee which meets a few times each year separately to review and prepare budgets
- Assists with ‘A’ Evaluations as required by the VP of ‘A’ Program
- Ensures contracts for paid employees/contractors are prepared, signed and filed
- Oversees and assists with Registration procedures
- Oversees and assists with payment procedures
- Assists with hiring administrative positions
- Familiar with PCAHA rules and procedures
- Working understanding of RMMHA Policies (found in the Policy Manual) and procedures
- Working understanding of RMMHA Bylaws
- Acts as mentor to RMMHA Team Managers providing guidance and advice
- Assists other board members with administrative duties as required