

Metro East Inferno Female Hockey Association

259 Commodore Drive,
Dartmouth, Nova Scotia, B3B 0M1
Email: metroeastinferno@gmail.com
www.metroeastinferno.ca

**Accepting Applications: Metro East Inferno Female Hockey Association – Vice-President Hockey Operations**

JULY 12, 2021

Metro East Inferno Female Hockey Association is accepting candidate applications for the position of *Vice-President Hockey Operations*. The role of *Vice-President Hockey Operations* reports directly to the President. The *Vice-President Hockey Operations* is responsible for the operations related to on-ice activities of the Association and is the principal contact person within MEIFHA for all Player, Coach or Official practice or game related activities. More specifically, the *Vice-President Hockey Operations*' duties include but are not limited to:

- Oversee and support the activities of the Division Coordinators
 - Act as the Association representative with hockey Canada/hockey Nova Scotia/female council, and attend meetings on Metro East inferno's behalf as needed
 - Work with the Association Ice Scheduler to plan ice allotment needs for conditioning ice, player evaluations/team selections, pre-season, regular season and playoff needs
 - Be able to work with Vice-President of Finance to set and adhere to budgets
 - Responsible for team coaches selection process
 - Responsible for coaches evaluation process and feedback
 - Coordinate independent evaluators for Player Evaluations / Team Selections and Team Balancing
 - Lead and oversee annual Player Evaluation/Team Selection process and Team Balancing with Division Coordinator and liaise with independent evaluators
 - Prepare reports for the AGM
 - Support any learn to play / grow the game initiatives, working with the Development Coordinator
 - Explore all hockey related grant opportunities
 - Responsible for supporting the Development Coordinator and Coach Coordinator and shall be a member of the Development Committee.
 - Report directly to the President and Executive Vice-President and in the absence of both shall exercise the powers and duties of the President & Executive VP
 - Is a voting member of the Board of Directors
 - Shall perform all duties assigned by the President & Executive VP
 - Be Responsible for the Hockey Operational side of MEIFHA including rules, regulations and policies
 - Convene complaints committees to investigate and recommend complaint resolutions to the Board of Directors for complaints that arise within MEIFHA
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- Serve on committees as required
- Administer all procedures and policies of the association

Preferred Skills & Qualifications

- Strong interest in Female Team hockey, both Representative and Recreational
- Strong technical knowledge of hockey skills
- Strong organizational & written communication skills
- Good overview of the various stages of level-specific player development, both as an individual and as a team player; strong leadership, people management skills;

In accordance with MEIFHA By-Law 7.4, this Officer position of Vice-President of Hockey Operations is an elected position for a term of two (2) years at a MEIFHA Special Meeting called by the President. If there is more than one candidate, then there shall be a vote. Election requires fifty percent (50%) plus one (1) of the votes cast. If more than two (2) candidates are seeking election for this position, then the candidate with the fewest votes is declared defeated. Voting continues until a majority vote is obtained.

Individuals wishing to apply should provide expression of interest along with accompanying background information ATTN: PRESIDENT at meifha.president@gmail.com.

Warm regards,

Chris Tremblay,

PRESIDENT