

Metro East Inferno Female Hockey Association

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

Metro East Inferno Female Hockey Association is accepting candidate applications for the position of *Vice-President Administration*. The role of *Vice-President Administration* reports directly to the President. The *Vice-President Administration* is responsible for the operations related to off-ice activities of the Association . More specifically, the *Vice-President Administration* duties include but are not limited to:

- Taking/preparing or coordinating/delegating the minutes of General and Executive Board meetings of MEIFHA, if the Secretary is not available.
- Coordinate and/or delegate MEIFHA communication, written or otherwise, through email, website, social media or other. Works closely with the Community Events Coordinator, IT Coordinator, Secretary and the Officers.
- Assist the Registrar as needed during registration as needed.
- Work with the VP Hockey and age-group Coordinators to organize the scheduling of off-ice volunteers required during pre-season activities and evaluations.
- Ensure proper assignment/recording and distribution of numbers/pinnies for Evaluations, and maintain an attendance record of all players.
- Liaise with VP Hockey and age-group Coordinators providing any necessary administrative needs during the Evaluation process, including but not limited to all communications of evaluation results to be posted on the website.
- Keep custody of MEIFHA Executive gmail email addresses/passwords and MEIFHA social media usernames/passwords;
- Administer the applicable policies of the Association;
- Perform other duties as assigned by the President
- Be Responsible for the Administrative Operational side of MEIFHA including rules, regulations and policies
- Be a voting member of the Board of Directors;

Preferred Skills & Qualifications

- Strong interest in Female Team hockey, both Representative and Recreational
- Strong organizational & written communication skills

In accordance with MEIFHA By-Law 7.4, this Officer position of Vice-President of Administration 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,