



VIJHL President Job Description

Job Summary

The President is in charge of the VIJHL and assists all other executive positions, teams and staff to ensure they understand the VIJHL Bylaws and Policies. The President requires a working knowledge of the VIJHL Bylaws and Policies and the Rules and Regulations to ensure that all teams are abiding by the governance set down by this League.

The President also has a role in Hockey Administration and works closely with the Vice President to ensure the Vice President is kept up to date with all business in order to assist and sometimes take on these items.

The President will be the main point of contact and will report regularly to the executive on all matters.

It is the President's responsibility to provide leadership, direction, and vision in consultation with input from the Executive Committee, Governors and owners.

The President will ensure that the executive committee is fully apprised to all matters being dealt with by the league. Will involve the executive committee to resolve matters and for input on decision making matters.

The President should be proficient at communications and have a good working knowledge of tools such as Word and Excel.

The President is responsible for the day to day operations of VIJHL to deliver quality programming within budget, requiring daily decision making, recommendations and contact with all stakeholders.

League Operations

The President must ensure decisions follow the VIJHL By-laws and Operating Directives which significantly impact the success of the VIJHL and communication with all stakeholders.

- i. Lead VIJHL Board Meetings and AGM
- ii. Lead Member to VIJHL Executive and Board of Directors
- iii. Lead Staff Member for all VIJHL Committees established by VIJHL Board of Directors
- iv. Lead Staff Member for correspondence with VIJHL League and League Governors
- v. Lead on all VIJHL inquiries
- vi. Operations Lead working with Ice Administration for VIJHL Scheduling of games



- vii. Lead Staff Member for negotiation of Referee rates
- viii. Lead Staff Member representative when communicating with the BCHL

VIJHL Conduct, Discipline and Appeals

- A) Provides staff leadership to discipline process in conjunction with Discipline Directors
- B) Ensures Discipline Directors are tracking penalty accumulations and assessment or related supplemental discipline
- C) Serving a role as Case Manager – Responsible for the following the RESPECT THE GAME program and all VIJHL Complaints (ie. SPMHA and SWAT):
 - i. Investigation
 - ii. Document collection
 - iii. Hearings and Appeal administration
 - iv. Distribution of written decisions for RESPECT THE GAME Program

VIJHL Working Relationships

- a) Internal Contacts
 - i. Build strong relationships across Operations, Discipline, Ice Scheduling, Administration and Resource Development within VIJHL, Contract and Volunteers
 - ii. Direct contact with the Executive and Board of Directors to provide and support for policy recommendations within Operations, Development, Ice Scheduling, Administration and Resource Development
 - iii. Responsible for developing working relationship with Head Referee Committee and negotiating referee fees for VIJHL
- b) External Contacts
 - i. Build Strong relationships with partner organizations
 - ii. Acts as VIJHL spokesperson to Media outlets promoting VIJHL on the Island and the Province of BC
 - iii. Contact with Business Stakeholders and VIJHL partners

Other Related Duties

- a) Attendance at AGM, Board meetings is expected, as well as any other meetings that requires information or support best provided by the incumbent
- b) Ability to comply with a flexible work schedule in peak periods which requires seven day a week availability for Operational League issues during the season from the beginning of September to the end of March including evenings