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## Vice President (executive, elected)

**Job Description**

The Vice President assists the President in all aspects of running the day to day operations of the Club and fills in for the President when the present is away or not available.

The tasks that fall under the vice president’s responsibilities include:

* **Meetings**: The President chairs the monthly meetings of the Skating Club and the Annual General Meeting, which is held in October. At these meetings, the President usually sets the agenda. In chairing the meetings, it helps to review previous year’s minutes to ensure that important things are being dealt with. Facilitates discussions to ensure all aspects are heard and respecting the time of all committee members. It helps to have the Secretary prepare an action list to be distributed with the minutes before each meeting. The Vice President may represents the Club at the annual Ice User’s Meeting if required in place of the President or the Facilities Chair.
* **Committees**: The Vice-President may also serve as a member of any Club committee. This may include the Ice Show committee, Hiring committee, Admissions committee, the Planning committee(s), Competition Committees etc.
* **Planning**: The Vice-President assists in all aspects of planning the skating year in working closely with the President, the Treasurer, the Coach Rep, and other board members as needed.
* **Representation**: The Vice-President represents the Club at various meetings, on committees at other times when requested to do so by the Club President.
* **Registration**: The Vice-President is the organizer / coordinator for the Club’s registrations. Ensuring registration information gets out to the public by email, on the website, and advertising. The Vice-President is also responsible for ensuring any in-person registration sessions are organized and booked. The Vice-President is also responsible for ensuring that all Club members are registered with Skate Canada including ongoing registrations throughout the year. Ensure all members are registered (skaters, coaches, board members, officials, other on-ice volunteers such as PA’s who are not skating members).
* **Communication**: Responsible for ensuring clear and timely communication among all members.
* Maintain a working knowledge of all Skate Canada, Skate Alberta/NWT/NU, and YKSC policies.
* Maintain all Skate Canada requirements to be an active member – BackCheck, Respect in Sport certification, etc.

**Signing Authority:** Yes

**Length of Term:** 2 years (elected in odd years) **Vote:** Yes