

President

The President guides the activities of the Board of the Wellington Ice Hockey Association (WIHA), which has overall responsibility for developing the strategic direction of the association, setting the annual Board agenda, and helping the Board prioritize its activities in line with the plan and available resources. The President is elected following the process outlined in the WIHA Constitution and is responsible for representing the views of WIHA members.

Responsibilities and duties

Board coordination and support

- Maintain short and long-term strategic oversight to move the association forward.
- Ensure regular Board meetings are held throughout the year: monthly unless otherwise agreed.
- Ensure fair and democratic discussion and voting at all meetings.
- Preside as Chairperson of all Board and Membership meetings, including the Annual General Meeting.
- Ensure the Board delivers on its obligations as a governance group.
- Communicate regularly with all Board members to support the fulfilment of their responsibilities.

Relationship with local members and the National Association

- Work closely with the General Manager to coordinate all operational activities of the association.
- Officially represent the association and its views in association meetings and discussions.
- Represent the WIHA at local, regional and national levels. Specifically, coordination and liaison with the NZIHF and other associated clubs to maintain best practices for the association and regular liaison with the association venue to maintain relations.
- Maintain a visible presence at WIHA events and activities in collaboration with other Board members and the General Manager.
- Act as the public officer of the association, liaising with members of the public, affiliated bodies and government agencies.
- Act as signing officer for the association.

Maintaining best practice

- Mediate in any internal association issues or disputes, or inter-club disputes, in a timely manner.
- Ensure that all rules are known and followed by the entire association.
- Ensure the association is run under its rules and constitution.
- Keep in touch with the membership, through the newsletter as well as any out of cycle comms.
- Ensure that planning and budgeting are carried out in order to generate maximum benefit for the membership.

Knowledge and skills required

- Can communicate effectively including effective meeting facilitation skills.
- Understands strategy and planning and is focused on a prosperous future for the association.
- Is well-informed on all of the association's activities.
- Is a supportive leader who models desired ethical standards.
- Has a good working knowledge of the constitution, the rules, and the duties of all office holders and subcommittees.

Estimated time commitment required and period of appointment

The estimated time commitment required as the President/Chair of Wellington Ice Hockey Association is 10 - 15 hours per week. The President is appointed for a 12-month term.