

Vice President (Operations)

The Vice President (Operations) is responsible for supporting operational oversight of the club, by providing operational coordination to support Board members in their duties and to provide an optimal experience for WIHA members. The Vice President (Operations) is directly responsible to the President of the Board of the Wellington Ice Hockey Association (WIHA) and, along with other Board members, to the members of WIHA.

Responsibilities and duties

- Overseeing the registration of members
- Setting up the registration for all WIHA leagues providing support to the overall registration process
- Managing E-sportsdesk
- Assisting with the updating and maintaining WIHA's member site (stats.wiha.nz) with content which is relevant and useful for members such as events and game schedules, club documents and updates
- Supporting any travelling teams with logistics and bookings
- Overseeing the management of the WIHA physical inventory such as gear, jerseys and trophies

Knowledge and skills required

- Excellent communication and interpersonal skills.
- Is well organized.
- Can allocate regular time periods to ensure good record keeping and volunteer coordination
- Is well informed on all of the association's activities.
- Is focused on ensuring the growth and successful future for the association.

Estimated time commitment required

The estimated time commitment required as the Vice President (Operations) of Wellington Ice Hockey Association is 3-5 hours per week. The Vice President (Operations) is appointed for a 12-month term.