

Vice President (Adults)

The Vice President (Adults) is the Board's lead point of contact for Adult's Ice Hockey and maintains operational oversight to support Adult's Ice Hockey. The Vice President (Adults) 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

- Organizing the mixed-grade adult scorekeeping:
 - Coordinating the scheduling of scorekeepers in sufficient advance of every game via the scorekeeping committee, and being available to scorekeep where appropriate.
 - Ensuring that scorekeeping sheets are printed and available at the ice rink.
- Managing the stats via E-sports desk in coordination with the Stats team.
- Organizing adult referees: working with the lead referee to understand referee requirements for each game and ensuring all required games have an appointed referee.
- Maintain a visible presence at WIHA events and activities, ensuring there is a welcoming face to introduce people to the association at all levels and capabilities.
- Supporting new members to join a league in coordination with the General Manager.
- Actively seeking opportunities to recruit new people into the association.
- Maintaining a good working relationship with the rink and associated staff to ensure the reputation of the WIHA is upheld.
- Coordinating gear, including:
 - Coordinating jersey orders across the adult teams.
 - Regular checks on the condition of gear so that improvements can be made.
- Supporting the coordination of teams for out of town competitions, where applicable.

General responsibilities, not limited to VP (Adults)

- Supporting the management of the locker and gear.
- Seeking small opportunities that contribute to the smooth running of the club such as ensuring power banks for tablets are charged.

Knowledge and skills required

- A passion for the sport of ice hockey
- 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 (Adults) of Wellington Ice Hockey Association is 10 hours per week. The Vice President (Adults) is appointed for a 12-month term.