



Vancouver Island Amateur Hockey Association

2301-E McCullough Road Nanaimo BC V9S 4M9

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Executive Director Job Posting

Vancouver Island Amateur Hockey Association (VIAHA) is seeking a highly motivated, mature individual for the position of **Executive Director**. This is a temporary position that could become fulltime. The Executive Director will be required to work from our Nanaimo hockey office. The successful candidate should have strong organizational, time-management and prioritization skills. Possess excellent interpersonal and communication skills and must be familiar with word processing and programs such as Excel, Access, Power Point, Quick Books, Simply Accounting etc. There may be occasions where the Executive Director will be required to work weekends, especially during the months September through March. There will also be occasions where the Executive Director may have to travel to hockey related meetings outside of Nanaimo.

VIAHA is one of the eight District Minor Hockey Associations in the province of British Columbia and administers amateur hockey on Vancouver Island and Powell River. Our member MHAs include; Nanaimo MHA, Oceanside MHA, Alberni Valley MHA, Comox Valley MHA, Powell River MHA, Campbell River MHA, Gold River MHA, Tri-Port MHA, Cowichan Valley MHA, Lake Cowichan MHA, Kerry Park MHA, Sooke MHA, Juan de Fuca MHA, Saanich MHA, Victoria Racquet Club MHA, Victoria MHA and Peninsula MHA.

Together, the 17 Minor Hockey Associations have approximately 8,000 players, 1,500 team officials, 500 executive members and some 900 game officials. The main focus of the District is to organize and administer leagues for the players.

The current job description is posted below.

Those interested are to submit their resume with cover letter including wage expectations no later than 4:00pm, Friday, February 17, 2012. Resumes are to indicate "VIAHA Executive Director Position" and may be submitted via email to humphrey@islandnet.com or mail to Jim Humphrey, Executive Director Position, 2301-E McCullough Road, Nanaimo, BC V9S 4M9.

The VIAHA thanks all that apply, but please note only those short-listed will be contacted to set up an interview.



Vancouver Island Amateur Hockey Association Executive Director Terms of Reference

- (a) shall be responsible to the President;*
- (b) shall be appointed by the Executive Committee of the Society;*
- (c) shall act as chief registrar in accordance with the Rules and Regulations of the Society;*
- (d) shall act as the liaison with BC Hockey (BCAHA) office to assist in verification of registered players, team officials and game officials – where required;*
- (e) be familiar with the BC Hockey (BCAHA) and Hockey Canada(HC) registration program and assist member minor hockey association registrars in registering their players, team officials and game officials – where required;*
- (f) shall submit appropriate documentation to the Registrar of Companies immediately following the Society's Annual General Meeting;*
- (g) shall be responsible to interpret the regulations of the society any challenge to any interpretation given by the Society's Executive Director may only be done by way of appeal in accordance with the society's appeal procedure;*
- (h) the Executive Director shall perform all general secretarial duties including the recording and distribution of all minutes of all meetings of the Society and its Executive Committee;*
- (i) shall relieve the Society's Officers of all routine details and will assist in other general duties as the need arises;*
- (j) shall keep the financial record, including books of the account, necessary to comply with the Society Act;*
- (k) shall render a financial report at each meeting of the Society;*
- (l) along with the Societies Officers shall prepare a budget for approval at each Annual General meeting for the:
 - i. Society,*
 - ii. Vancouver Island Hockey League,*
 - iii. Recreational Leagues**
- (m) shall render a financial report at each Annual General meeting (AGM) of the Society;*
- (n) shall have custody of all records and documents of the Society;*
- (o) the Executive Director shall not have a vote at any meetings of the Society or hold an executive position in any member MHA; and*
- (p) other tasks as assigned.*