



**Ice Hockey Victoria
Position Description**

Position	President
Business Unit	Executive Board of Management
Reports To	Ice Hockey Victoria Delegate Members
Overview	<p>Ice Hockey Victoria (IHV) is the State Sporting Organisation (SSO) for competitive Ice Hockey in Victoria with its offices based in Essendon North. Its key stakeholders are the members, clubs, Ice Hockey Australia, Ice Sports Victoria, Medibank Icehouse at Docklands and Olympic Ice Skating rink at Oakleigh.</p> <p>The role of the President is one that is elected for a period of two years by the Ice Hockey Victoria Delegate Committee.</p> <p>The President provides strategic leadership and vision to the IHV Executive Board Members the IHV Executive Officer.</p>
Position Responsibilities	<p>President Outcomes :</p> <ul style="list-style-type: none"> • Provide support and management of the IHV Executive Officer • Organising the IHV Executive Board Committee meetings monthly • Organising the IHV Delegate meetings monthly • Overseeing and supporting the other IHV Executives in particular the Secretary, Treasurer, Senior and Junior Vice Presidents. • Attending relevant meetings and events on behalf of IHV • Overseeing the IHV constitution • Documenting the position responsibilities and updating them as required • Creating a succession plan for future Presidents • Approving all extra ice time on top of schedule. • Clubs books extra ice time, club or member emails rink for availability and CC President. Rink will then respond back to request from club then club then accepts or rejects. Rink then needs IHV President Approval. Club needs to supply a registered coach for both rinks (especially at Oakleigh). • Cancellation and changes of ice time goes through President. • Guiding the Executive Team members through the creation and implementation of the IHV Business plan and long term strategy • Manage IHV social media including Facebook and web site

	<p>Other tasks:</p> <ul style="list-style-type: none"> • General administration • Phone calls from members, club exec members • Emails from members, club exec members • Emails/calls from rinks and clubs, exec members, IHV office • Emails/calls from IHA • Emails calls from RIC/CD • Ice Hockey Australia administration <p>Monthly:</p> <ul style="list-style-type: none"> • Meetings with rink management – perm date to be set • Delegate meetings – 2nd Wednesday of every month • Exec meeting – 1st Wednesday of every month • Junior committee meeting – Thursday's. • Club president meetings – once a month in season and quarterly off season. • Ad hoc meetings as requested by members (normally once per week for approximately 1 hour) • ISV meeting every 6 weeks on a Tuesday 6-7pm (as IHV delegate, 2 delegates offered, 1 vote only) • MOAT quarterly meeting (optional) • Bimonthly to quarterly meeting with Sponsors (optional) • Presidential duties for IHV, e.g drop of puck and National league finals and awards • Summer and winter review meetings (quarterly for 3-4 hours per meeting) • Summer meetings with summer coordinators (once over summer for 2 hours per month) <p>Annual:</p> <ul style="list-style-type: none"> • AGM • IHV schedule (250 to 400 hours) • IHA (twice per year for 1 weekend – October and March, at least 1 interstate.
<p>Performance Indicators</p>	<ul style="list-style-type: none"> • IHV Business 2014/15 Business Plan in place for 1 July 2014. • IHV 2014/15 Operational budget in place for 1 July 2014. • All accounts to be set up on XERO accounting system • Ensure monthly reports to Delegates are ready every month prior to the Delegates meetings. • Ensure relevant policies and procedures for IHV operations are in place prior to December 2014. • Appointment of the IHV Executive Officer • New IHV office set up and operational
<p>Contact hours</p>	<p>25 hrs / week (minimum) over 7 days. Additional time maybe required throughout the season.</p>

Remuneration	<ul style="list-style-type: none">• This position is an unpaid volunteer position. Although in recognition of the position responsibility and expectations, a small allowance of \$150 per month is allocated to the President covering the following cost during the term:• Home internet usage• Use of IHV laptop• Use of home as an office
Term of Appointment	<ul style="list-style-type: none">• The position of President is for a 2 year term.• Position appointment from 26/11/12 until 30/11/14