



Ice Hockey Victoria

Position Description

Position	Senior Vice President
Business Unit	Executive Board of Management
Reports to	Ice hockey Victoria Delegates members
Overview	<p>Ice Hockey Victoria (IHV) is the State Sporting Organisation (SSO) for competitive Ice Hockey in Victoria. Its key stakeholders are the members, clubs, Ice Hockey Australia, Ice Sports Victoria, and O'Brien Group Arena at Docklands and the Olympic Ice Skating Rink at Oakleigh.</p> <p>The role of the Senior Vice President is one that is elected for a period of one year by the Ice Hockey Victoria Delegate Committee.</p> <p>The Senior Vice President assists the President in providing strategic leadership to the IHV Executive Board Members</p>
Position Outline	<p>Senior Vice President Outcomes:</p> <ul style="list-style-type: none"> • Attending relevant meetings and events on behalf of IHV • Responding to customer inquiries about playing Ice hockey at a senior level • Responding to club delegates and members in relation to any queries • Overseeing the IHV constitution • Review and update playing rules as required • Documenting the position responsibilities and updating them as required. i.e. office bearers • Creating a succession plan for future Senior Vice Principal Presidents • Conduct special investigations into breaches of the playing rules and / or constitution as required • Assist and oversee the Off and On Ice Officials as required for all levels • Source and arrange trophies for all competitions • Source and arrange commemorative shields • Partake in steering committees such as junior councils, club presidents and risk management etc. • Presentation of policies, awards, and general information in a public forum as required • Provide counselling and advice to volunteers as required • Provide a 72 hour response to any queries • Liaise with rink management teams on behalf of IHV members as required. • Assist the President as required and stand in when required

	<p>Other tasks:</p> <ul style="list-style-type: none"> • General administration • Assist in creating and open and transparent administration to all members • Contribute to the annual preparation of the IHV Annual Business Plan • Document all relevant duties for the Senior Vice President as part of the IHV succession plan
Performance Indicators	<ul style="list-style-type: none"> • Ensure monthly reports to Delegates are ready every month prior to the Delegates meeting • Ensure relevant policies and procedures for IHV competitions are in place prior to the commencement of the season.
Contact hours	<ul style="list-style-type: none"> • 15 hours /week (minimum) over 7 days. Additional time may be required throughout the season.
Remuneration	<ul style="list-style-type: none"> • This position is an unpaid volunteer position
Term of Appointment	<ul style="list-style-type: none"> • The term of the Senior Vice President is for a 1-year term • Position appointment is from the AGM each year