



Role & Responsibility

Position: Female Vice President

Description

This role is part of the Lorette Minor Hockey Association (LMHA) Board of Directors. The Female Vice President (VP) will be responsible for supporting the growth of LMHA's female hockey program. The Female VP will support all Board activities and act in a professional and respectful manner.

Qualifications

- Previous involvement with female hockey
- Have a vested interest in growing the female game
- Respect in Sport for Activity Leaders certification
- Strong interpersonal and organizational skills

Responsibilities

- Be the main point of contact for all LMHA Female Hockey related issues
- Communicate with parents of female players prior to season start to discuss intent to play and league options for the upcoming season
- Work with other minor hockey associations to place LMHA Female Hockey players on teams in other associations in the event that LMHA does not have a Female Hockey team in a given age division/category. Conversely if LMHA is required to host players from another organization working with families and/or associations to ensure the transfer is completed effectively
- Prepare all communication emails to the female LMH Membership
- Update Teamlinkt for the female teams hosted in Lorette
- Add/Edit Teamlinkt user permissions as needed
- Manage Teamlinkt email distribution lists for targeted communications as required for female groups
- Represent LMHA at the Eastman Female Summit meetings
- Work closely with the LMHA Registrar to ensure that players and teams are properly registered in their respective leagues and provincials
- Report Female teams' interest in Provincials to the Eastman Female Director by December 1
- Communicate all relevant information to LMHA Executive and Female Hockey teams' coaches and managers
- Actively promote Female Hockey on behalf of LMHA
- Other duties as requested by the LMHA Board throughout the season
- Support Eastman to continue to grow and strengthen the female game
- Possess and develop an understanding of the Hockey Winnipeg and Hockey MB constitutions

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Revised By	Melanie Charles