



INDUS MINOR HOCKEY ASSOCIATION

www.indusminorhockey.ca

Vice-President

The Vice-President is a member of the Executive board of the IMHA and is responsible for assuming the duties of the President in the event the President is unable to carry out their duties or resigns. The Vice-President is required to attend all regularly scheduled meetings and also supports the Board on projects or assignments as required by the Board. The Vice-President is a voting member of the Board.

Responsibilities:

- Chair meetings in absence of President
- Ensure that each team has a manager and trainer and that all people behind the bench are certified for that team and have the appropriate certification cards
- Advise and ensure each team follows applicable health and safety regulations
- Inform all trainers on the proper procedure for and importance of Injury reports and the filing of these reports with HA
- Schedule and co-ordinate the annual Year End Awards night

Term: 2 years

Other Notes:

- Normally the President will chair the meeting; in his/her absence the Vice-President will act as Chairperson
- Vacancies in the Executive Board Offices of President, Vice-President, Secretary, Registrar and Treasurer shall be filled by an existing officer of the Executive Board
- Five members of the Executive Board (Treasurer, President, Vice-President, Registrar and Secretary) shall have signing authority for the IMHA