

ROLE DESCRIPTION – Vice President

Job Title: Vice President

Responsible to: *Board of Directors & members of Scottish Hockey*

Role Summary

The Vice President is elected at the Scottish Hockey Annual General Meeting whenever there is a vacancy or when the term of office (currently 2 years as stipulated in the Articles of Association) has expired. The Vice President can serve no more than 2 terms.

The Vice President's main role is to act as a visible liaison between Scottish Hockey and its member clubs & districts by providing valuable dialogue and insight into club & district issues for the consideration of Scottish Hockey.

The Vice President is invited to attend and contribute to the meetings of the Scottish Hockey Board but does not have any voting privileges.

Qualities of the Vice President

- commitment to the organisation
- integrity, strategic vision and good independent judgement
- a willingness to devote the necessary time and effort to their duties as Vice President
- good communication skills
- tact and diplomacy
- willingness to speak one's mind and listen to the views of others
- an ability to work effectively as a member of a team

Main Duties:

- Act as key liaison between Scottish Hockey and its clubs, districts and members
- Be prepared to make a regular time commitment.
- Aid board and professional staff to reach decisions that positively impact the sport.
- Be familiar with Scottish Hockey's competition rules and the Ethics Manual.
- Review any appeals brought by Members.
- Attend Finals and present trophies and medals where appropriate.
- Sits on Management Committee, can chair it elected to do so at first meeting of each season.
- Be informed where appropriate of any developments raised directly to President by Chairman or CEO.
- Work closely with the President, as they can deputise for the President if the President is unavailable for any reason.

Time Commitment: Between 2 and 10 hours per week. This can vary on a weekly basis depending upon whether meetings or travel is needed. There is a desire to move to virtual meetings which will hopefully help in keeping the travel time to a minimum.