

Vice-President

3.1 Conditions of Nomination:

1. Elected at the Annual General Meeting (AGM) or as prescribed in the EMHA Constitution.

3.2. General Responsibilities:

2. Act in all matters in the absence of the EMHA President;
3. Assist as required all EMHA Executive in fulfilling their roles;
4. Support and enforcement of the EMHA Constitution, Mission and Policies; and
5. Perform such duties as assigned by the EMHA President.

3.3. Specific Duties:

6. With the EMHA Treasurer and EMHA President have co-signing authority of all cheques;
7. Liaise with the EMHA Secretary and Webmaster regarding communications;
8. Maintain all documents within the organization including the EMHA Constitution and Bylaws;
9. Update the EMHA Constitution immediately following an AGM or any special meeting and distribute to all EMHA Executive and organizational members posting on the EMHA website;
10. Update bylaws, manuals, procedures, forms and any appendices each month after reviewing and receiving executive approval for the changes at the monthly EMHA Executive meetings;
11. Liaise with the EMHA OMHA Contact to ensure the EMHA Constitution and Bylaws are not in conflict with league, OMHA, OHF or CHA policies;
12. Ensure all EMHA Executive have a copy of all organizational documents by utilizing an online storage system to keep records of all documents;
13. Act as a liaison to the EMHA Team Manager for each team.
14. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

3.4. Accountable to:

15. The EMHA Members;
16. The EMHA Executive; and
17. The EMHA President.

3.5. Volunteer Requirements:

18. Varies throughout the year, about 1-2 average hours per week.