



## **Vice President - in 2024, this will only be an election for a 1-year term**

*Time Commitment: 5-10 hours per week – 12 months per year*

The Vice President is accountable for the overall administration of the volunteers for the association, both for activities within NWR and those outside of the organization which NWR requires representation at tables of governance, including but not limited to Ringette Calgary, Chinook Ringette League, and Ringette Alberta (in collaboration with the President). The Vice President is the de facto if the President role is or becomes vacant. The Vice President also takes on responsibilities, leads, or participates in Committees and Subcommittees as determined to be required by the Board of Directors.

The following key roles report to this position:

- Volunteer Coordinator,
- Ringette Calgary Liaison, and
- Chinook League Liaison.

Skills required for this position are:

- Ability to respond to emails or inquiries within a 24hr time period,
- Must be patient and respectful with members and ability to remove personal biases.
- Must maintain confidentiality,
- Knows or has the curiosity to learn about board governance, policy creation, and proactive mindset to ensure governing documents are updated to reflect current, best practices.