



Job Description

First Vice-President

GENERAL:

The First Vice-President is the second in command of the organization and is responsible for three critical activities: Operations, Technical and Competitions.

The position must address policies, procedures, committees and budgetary items related to their area of responsibility. The First Vice-President is allowed to act within these policies, procedures and approved projects without review by the board of directors but may not act without the board's approval when the approved process does not adequately cover the specifics of the new event.

The First Vice-President may present changes to policies, procedures, committee structure and budgetary re-assignment to address new conditions. Once approved, the new policy, procedure, committee structure, project or budgetary assignment are then the First Vice-President's to act upon without review.

The First Vice-President may also delegate some of these duties to the various committees for action within the approved structure. In all cases regular reports are required to the board that must include minutes of meetings, planned expenditures and status of their area of responsibility. The minimum frequency is quarterly to match the organization's fiscal year.

RESPONSIBILITIES:

The First Vice-President will be responsible to oversee the activities of the Vice-President Operations, Vice-President Technical, Vice-President Competitions and their departments.

This position will perform such duties as assigned by the board or delegated by the President.

In the absence of the President, this position will perform the duties and exercise the powers of the President.

DIRECT REPORTS:

Positions reporting directly to the First Vice-President are: Vice-President Operations, Vice-President Technical, and Vice-President Competitions. In the absence of the President, the Vice-President Administration and Vice-President Finance will also report directly to this position.

REPORTS TO:

This position reports directly to the President and indirectly to the Board of Directors, as well as attends all board meetings as a voting member.

REQUIREMENTS:

- Strong team leadership and communication skills.
- Outstanding interpersonal skills.
- Effective process and follow-up skills.
- Previously held positions at the Board of Directors' level.
- Extensive Sports Management background and related experience.
- Must be a full member of Judo Ontario.