



Job Description

Vice-President Administration

GENERAL:

The Vice-President Administration is responsible for the record keeping of the organization's decision making process. Minutes of meetings constitute the only valid proof of a committee or board meeting.

The position must address policies, procedures, committees and budgetary items related to their area of responsibility. Vice-President Administration 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 Vice-President Administration 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 Vice President Administration's to act upon without review.

The Vice-President Administration 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.

RESPONSIBILITY:

The Vice-President Administration is responsible for giving notice and recording of minutes of all meetings of the Board, Executive Committee and Members.

This position is the custodian of Judo Ontario's corporate seal and of all books, papers, records, correspondence, contracts and other documents, except when another officer has been appointed for that purpose.

The operation of the office is also within the responsibilities of the Vice-President Administration.

DIRECT REPORTS:

All committee chairs must provide minutes of their meeting to the Vice-President Administration as part of their regular activities.

REPORTS TO:

The Vice-President Administration reports directly to the President and indirectly to the board.

REQUIREMENTS:

- Good organizational skills.
- Excellent written communications skills.
- Must be a full member of Judo Ontario.