

Sherwood Park Fish & Game Association

1st Vice President

Primary Role:

The primary function of the 1st Vice President is to assume the duties of the President in his/her absence. The 1st Vice President is also the Membership Director.

Requirements:

- Be a member of the SPFGA in good standing.
- Regularly attend SPFGA Board meetings in accordance with bylaw requirements, as well as attending General meetings, and Special meetings when called.
- Be knowledgeable in the use of modern, distributed collaboration tools such as (but not limited to): E-mail, Slack, MS Teams, Microsoft Office, Dropbox/OneDrive, Google Office products such as Docs, Sheets, etc.

Permanently Assigned Duties:

- Membership Director
- Chair of the Membership Discipline Committee
- Supporting other Board members with club-focused activities such as the Black Powder shoot, Family Fun Day, etc.

Tasks:

This list is representative and not intended to be exclusive.

Membership related:

- Oversee the membership tasks managed by the external management company, including:
 - processing new membership sales and renewals
 - keeping member contact info up to date
 - submitting our membership roster to AFGA
 - maintaining membership and facility access cards
 - answering member inquiries
- Oversee membership facility orientation requirements.
- Monitor and respond to email inquiries on the membership@spfga.ca account in a timely manner.
- Report on membership numbers to the Board.

Member Discipline Committee:

- Oversee the Committee.
- Ensure all disciplinary issues are dealt with in a timely, fair and consistent manner.

- Ensure that any consequences dispensed are reasonable and in line with Committee and organizational goals.
- See section 4.3.3 of the Bylaws for detailed expectations of the Committee and the disciplinary process.

General

- Submit estimated financial requirements for the annual budget.
- Support the duties of the President as needed.
- Monitor and respond to email inquiries on the 1stvicepresident@spfga.ca account in a timely manner.
- Sign cheques or provide authorizations for EFT payments as needed.
- Stay regularly informed on Association matters through participation in discussions by email or on the SPFGA Slack group.
- Doing the necessary pre-reading and pre-work required to come prepared to Board meetings.
- Provide relevant content to the SPFGA Communications Director for publication for publication in the newsletter, email updates, and social media.
- Volunteering at SPFGA events and activities.