

Sherwood Park Fish & Game Association

2nd Vice President (Operations)

Primary Role:

The 2nd Vice President (Operations) is responsible for the effective operation of Sherwood Park Fish and Game Association's facilities.

Qualifications:

- Proven experience as facilities manager or relevant position.
- Well-versed in technical operations and facilities management best practices.
- Strong communication skills, both written and verbal.
- Strong organizational skills.
- Board experience, either for profit or not-for-profit.
- Experience in the area of governance, stewardship, and/or strategic planning.
- Experience in organizational effectiveness and design.
- Active volunteer experience.
- Public speaking skills and experience.
- Conflict resolution and change management experience.
- Knowledgeable in the use of modern, distributed collaboration tools such as Microsoft Office, MS Teams, OneDrive.
- Relevant trades qualification is an advantage for this position.

Responsibilities:

- Makes serious commitment to participate actively in committee work and is a member of at least one committee (Member Discipline).
- Provides written reports to board meetings, as required.
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Contributes to the effectiveness of the Board and its members.
- Performs the duties of the President when the President or 1st Vice President are unable to perform them.
- Performs other responsibilities as assigned by the Board.

General Accountabilities:

This position is responsible for review of the Association's maintenance status overview at all regular meetings of the Board of Directors. The member is also responsible for providing to the Board the results of an annual performance review of the Association's Maintenance Technician.

Specific Accountabilities:

- Attend Board meetings.
- Provide supervision of and direction to the Association's Maintenance Technician.
- Provide direction with respect to maintenance of all facilities owned or operated by the Association; either performed by staff, volunteers, or third-party contractors as deemed

appropriate.

- Provide direction with respect to any equipment requirements needed to maintain the facilities.
- Member of the Member Disciplinary Committee