

Sherwood Park Fish and Game Association

Vice President, Membership Job Description

Vice President, Membership

The primary function of the Vice President, Membership is to assume the duties of the SPFGA President in his/her absence. The Vice President, Membership is also responsible for the Association's membership, including chairing the Member Discipline Committee.

This person should be a motivated self-starter who is capable of high-level organizational innovation and is eager to engage the Board, offer support for the President and provide other leadership when needed.

Requirements

This list is not inclusive:

- Meet the eligibility requirements set out in [Bylaw 4.1.3](#).
- 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,
 - Microsoft Office
 - Online collaboration and meetings using Microsoft Teams

Qualifications

The following list is not inclusive:

- Strong organizational and planning skills.
- The ability to innovate and adapt
- Strong communication skills, both written and verbal.
- 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.

Responsibilities

The following list is not inclusive:

- Contribute to the effectiveness of the Board and its members.
- Perform other responsibilities as assigned by the Board.
- Make a serious commitment to participate actively in Board and committee work.
- Stay regularly informed on Association matters by participation and discussions with Board members via virtual meetings, in person meetings, or online collaboration tools.

- Know and understand the Conservation Easement (CE) that exists between SPFGA and the Nature Conservancy of Canada (NCC).
- Prepare well for meetings, and review and comment on minutes and reports.
- Keep the Board informed of Association matters with reports at regular Board meetings.

Tasks and Duties

The following tasks and duties are assigned. These lists are not inclusive.

General

- Support the President as required.
- Monitor and respond to emails on the assigned email address.
- Review the contents of The Ketchamoot Discourse Facebook discussion group for discussions or questions relative to their area. Respond to members and answer questions.
- As required, provide relevant content to the Communications Director for Bullet Points, Safe and Sound, or the quarterly newsletter.

Membership

- Oversee the membership tasks managed by the external management company, including:
 - processing new membership sales and renewals
 - keeping member contact info up to date
 - maintaining membership and facility access cards
 - answering member inquiries
- Oversee membership facility orientation requirements.
- Report on membership numbers to the Board.
- Oversee maintenance and operation of the video security system and access card control system (maintenance provided by an external contractor).
- Chair of the Membership Discipline Committee
 - Oversee video review services provided by external contractor(s) as required.
 - 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 the Bylaws for detailed expectations of the Committee and the disciplinary process.

Financial

- Sign cheques and authorize EFT's as required.
- Prepare an annual budget for membership expenses submit it for inclusion in the annual operating budget.
- Track and approve expenses related to membership expenses.