

**Metro East Inferno Female Hockey Association**  
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### **Metro East Inferno Female Hockey Association – Vice-President Administration**

The role of **Vice-President Administration (VPA)** reports directly to the President and supports the overall day-to-day operations of the association. Responsibilities include but are not limited to governance, regulatory compliance, member management and operational structure, including rules, regulations and policies.

The Vice-President Administration is an officer and voting member of the MEIFHA Executive, elected to serve at the Annual General Meeting every two (2) years. See MEIFHA By-Law 7.4 for voting procedures. Some examples of duties include::

- Work with the Officers and MEIFHA Board to support and promote the development of Female Hockey while upholding the objectives and philosophies of MEIFHA.
- Administer all MEIFHA Bylaws, Policies & Procedures.
- Be a reliable and responsive point of contact for new or veteran members, Board members and Volunteers seeking assistance. Relay as required and follow-up to ensure resolution.
- Manage all MEI association-wide communication, including email, website, social media etc..
- Oversee software and administration for member registration, team rosters, volunteer certification, fee collection, and data management.
- Manage MEIFHA Executive access to:
  - GSuite shared drives, files and email addresses
  - Social media and Association Administration of the MEIFHA website
- Maintain and update the MEIFHA Policies & Procedures Manual and ensure the latest Board-approved version is uploaded to the website every August.
- Taking/delegating meeting minutes, if the Secretary is not available.
- Perform other duties as assigned by the President.
- Manage Preseason and Evaluation off-ice logistics, including but not limited to the following:
  - Work with Registrar to obtain and monitor registration numbers and ongoing changes.
  - Work with Ice Scheduler to organize the preseason and evaluation ice schedules in direct consultation with the Vice-President Hockey Operations (VPH).
  - Create documentation for evaluation schedules and processes at the direction of VPH, before submitting to Officers and Division Coordinators for approval.
  - Oversee publication by Website Administrator (minimum 1-week before 1st session).
  - Create group lists for all sessions for publication and confidential evaluation files.
  - Pre-assign, distribute and record evaluation numbers/pinnies and prepare forms.
  - Oversee the assignment of off-ice volunteers, assisting Division Coordinators.
  - Oversee publication of evaluation results by Website Administrator.
  - Liaise with VPH and Division Coordinators providing any other necessary administrative needs during the evaluation process (refer to MEIFHA Policies & Procedures: POLICY # 19.0 – PLAYER EVALUATION PROCESS & TEAM SELECTION PROCESS for more specific details).