

2nd VICE-PRESIDENT – Administration

- The 2nd Vice-President's responsibility relates to coordination of all administrative duties. The responsibilities of the 2nd VP - Administration include the following:
- Shall oversee the History/Records Director
- Will act as the Privacy Officer
- Shall coordinate a minimum of two Coach and/or Coach/Manager meetings per season
- Shall be a member of the Budget Committee;
- Shall present at each Board Meeting a report of the ongoing administration ;
- Shall present at each General Meeting a report of the years administration;
- Shall insure that all Club records are maintained and updated on an ongoing basis;
- Shall maintain a Executive/Board Contact database and distribute accordingly;
- Shall oversee the production of the Annual Yearbook;
- Maintains a supply of "standard" forms used in the day-to-day operation of the association;
- Shall be a designated signing authority for cheques issued by the society in conjunction with the President , 1st Vice President and 4th Vice President;
- Maintain the SPKAC office;
- Coordinate Annual Criminal Record checks for carded officials including all coaches, managers, trainers;
- Shall update and maintain the Bylaws in accordance with Article 10;
- Shall ensure the Policies and Procedures Manual is updated and maintained;
- Shall be in charge of all advertising in newspapers as required;
- May appoint a Website Coordinator;
- May appoint a Public Relations and Communications Coordinator. The Public Relations and Communications Coordinator shall include in its duties:
 - SPKAC press releases issued to media;
 - Promotion of SPKAC through the media;
 - Distribution of communications to membership;
- Has the responsibility to be a member of the Incident Review Committee and may be called upon as required.
- Shall compile and communicate busing information to teams for their review
- Member of Club Apparel Committee