



**judo  
alberta**  
THE ALBERTA KODOKAN BLACK BELT ASSOCIATION

Judo Alberta – The Alberta Kodokan Black Belt Association  
11759 Groat Road NW  
Edmonton, Alberta, Canada T5M 3K6  
Office: (780) 427-8379  
Toll-Free: (1-866) 919-5836  
Fax: (780) 447-1915  
Email: [judo@judoalberta.com](mailto:judo@judoalberta.com)  
[www.judoalberta.com](http://www.judoalberta.com)

## POSITION DESCRIPTION

**POSITION TITLE: VICE-PRESIDENT ADMINISTRATION**

### PRIMARY FUNCTION

1. As a member of the Executive, determines the direction of present and future programs through a constant review of program objectives, results, and accomplishments.
2. As an elected member of Judo Alberta, represents the membership in meeting the first primary function.
3. Under the direction of the President, administers, assigns, plans, organizes and directs all assigned administration activities of Judo Alberta.

### GENERAL RESPONSIBILITIES AND DUTIES

1. Attends Executive meetings, usually held from 4 to 5 times a year.
2. Attends Annual General Meeting usually held in October. Presents a report on accomplishments for the year for Vice-President of Administration position. Written and signed copy of report is to be given to Secretary to be included in minutes of the meeting.
3. Attends Board of Directors meeting, usually held in August, for the purpose of determining the next year's objectives, programs, and budget.
4. Takes over the President's responsibilities if the President is not available.
5. Assists the President on the administration of Judo Alberta
6. Participates in the formulation of administrative plans, policies and procedures.
7. Plans, conducts, and coordinates studies of existing Judo Alberta Committees and their future needs.

### EXTERNAL CONTACT AND RELATIONSHIPS

### INTERNAL CONTACTS AND RELATIONSHIPS

1. As a Member of the Executive Committee, attends Executive meetings and has a vote on Executive motions.
2. As a Director of Judo Alberta, attends Directors' meeting and has a vote on Directors' motions.





**judo  
alberta**  
THE ALBERTA KODOKAN BLACK BELT ASSOCIATION

Judo Alberta – The Alberta Kodokan Black Belt Association  
11759 Groat Road NW  
Edmonton, Alberta, Canada T5M 3K6  
Office: (780) 427-8379  
Toll-Free: (1-866) 919-5836  
Fax: (780) 447-1915  
Email: [judo@judoalberta.com](mailto:judo@judoalberta.com)  
[www.judoalberta.com](http://www.judoalberta.com)

---

3. This position is elected by the voting members at the Annual General Meeting. The position is for two years. If the executive member resigns before the term is over the Executive Committee may appoint a replacement for the remainder of the term.

#### AUTHORITY AND EXPENDITURE LIMITS

1. Makes decisions as a member of the Executive or as a member of the Directors. Does not make unilateral decisions involving the rest of Judo Alberta.
2. Spending on Executive matters limited to travel to and from meetings, expenses when attending meeting, stationary, postage, phone calls. All other expenses to be approved before hand.

#### KNOWLEDGE AND QUALIFICATIONS FOR POSITION

1. Knowledge of the sport of Judo.
2. Knowledge of basic rules of order in conducting a meeting.
3. Must be a current member of Judo Alberta.
4. Has a vote on Executive Committee.
5. Must be willing to serve the two year term.
6. Must be willing to travel to meetings around Alberta.
7. Must have ability to operate with freedom and responsibility.
8. Must be capable of working with all levels of Judo Alberta Committees and membership.
9. Must be willing to accept direction from president, and to accept all decisions at executive level, as per the policy of Judo Alberta.

