

VICE PRESIDENT ADMINISTRATION

His role:

His major role is to ensure the proper administrative functioning as well as a structured and effective framework for all aspects of the organization. The Vice President Administration must ensure the implementation of all his responsibilities and must ensure that the Directors and committees under his leadership fulfill their responsibilities effectively. The Vice President Administration team up with the Directors representing the Clubs and Regions and representing Team Québec. He must supervise and assist the various committees assigned to his projects either by being an official member or by advising them. This person will work closely with the Senior Management and of course with the Chair of the Board of Directors who he will keep informed and bring his support.

His responsibilities:

The Vice President Administration will be responsible for Marketing files, Sponsors and funding, human resources, membership as well as events other than competitions. Achieving the desired outcomes and objectives set by the Board of Directors, for the best interest of PATINAGE QUÉBEC exclusively, to be his primary concern.

His role as Director

The Director is a member in good standing with Skate Canada, acting in the best interest of PATINAGE QUÉBEC and represents PATINAGE QUÉBEC during different events. The Director adheres to PATINAGE QUÉBEC values and is committed to absolute confidentiality on all aspects involving PATINAGE QUÉBEC. He is involved with the organization and demonstrate his interest in the different projects. He is well prepared and participates actively in all meetings and expresses his honest opinion. Overall, a good Director must share his experience and expertise to the best benefit of PATINAGE QUÉBEC. Therefore, he extends his network connections to the organization. He is not a Director for a Club or a Region during his mandate with PATINAGE QUÉBEC, at the exception of the Director Clubs & Regions.

Independent, the Director keeps away from any conflict of interest real or apparent and reports immediately any potential conflict. The Director has a duty to fulfill his responsibilities towards the Board of Directors in an honest manner and in good faith with diligence and care. He must obviously comply with the code of ethics of the organization and his behaviour is exemplary at all times.

Profile of skills required for Vice President Administration is:

More precisely, this person must have professional experience in management (Administration, HR, Marketing and Sales), governance and entrepreneurial experience. He must have a good network in the business world, be honest and visionary. He already managed projects and budgets and therefore has a good sense of organization.

Also, the Vice President Administration will have the same skills and qualities than those expected of the Chairman of the Board of Directors to support him in the exercise of his functions, they are:

- Capable of mobilizing and unifying leadership
- Strong communication skills and abilities as a facilitator
- Strong skills in Public Relations
- Capable of vision for the organization
- Capable of independent judgment in relation to the organization and his own interests
- Capable of understanding the issues, challenges, realities and problems of the organization
- Great listening skills, observation, understanding and respect for others
- Good capacity for synthesis, with a good sense of priorities
- Ability and courage to take difficult decisions, take position and reposition
- Unblemished integrity and ability to deal with bullies
- High availability
- Strong network and good credibility with SKATE CANADA and with INTERNATIONAL SKATING UNION
- Skills and accomplishments recognized in the figure skating world at all levels.

The skills profile required as Director:

Sense of responsibility: The Director is able to meet all his obligations and bear the consequences of his actions.

Leadership: The Director is proactive and brings a significant contribution to the Board and in all his projects. Recognized as a leader in his field, the Director brings a plus value to the debates at the Board and demonstrates versatility and openness as well as initiative.

Capable of Strategic thinking: The Director must be able to recognize the stakes for the issues of PATINAGE QUÉBEC in different situations. He must identify the risks, be vigilant and understand the political, economic and social contexts of the organization. The Director is capable of perspective due to his professional experience.

Reliability: The Director has always done his tasks within the deadline. He attends meeting when convened and participates actively.

Skilled communicator: The Director must be able to clearly express his ideas and be good listener. In fact, the Director participates in constructive dialogues and works to rally dissent opinions.

Sense of ethics and good judgment: The Director must behave in a manner consistent with PATINAGE QUÉBEC code of ethics. He must be able to identify conflicts of values and ethical risks. The Director focuses on plus value important points. The Director always relies on facts instead of perceptions.

Integrity: The Director takes it at heart to always prevail PATINAGE QUÉBEC best interests. He behaves in an honest manner and flawlessly at all time. The Director uses the information obtained through his status, solely for PPATINAGE QUÉBEC. Moreover, he does not use his Director status to obtain any benefit.

Courage: The Director knows how to tactfully ask sensitive questions and to respectfully express his support or disagreement to the proposals or actions of the Chair, the Senior Management or his colleagues.

Flexibility: The Director is always receptive to new possibilities and new ways of working. He is open to changes and knows that the past is no guarantee of the future.

Loyalty: The Director is faithful to his organization, his team and his role. He fulfills his duties in line with expectations.

Availability: The Director agrees to devote time and to be available to the organization. He must arrive prepared and well informed to all Board of Directors meetings.

Team spirit: The Director understands the link between everyone at PATINAGE QUÉBEC, he shares this sense of close collaboration and of synergy within the organization and will work at any time for the wellbeing of the team, even if it means to the detriment of his personal benefit.