



HOCKEY ALBERTA

Board of Directors Recruitment Notice

The Alberta Amateur Hockey Association (“Hockey Alberta”) is seeking qualified candidates to fill two vacancies on its Board of Directors.

Candidates interested in serving as a Director should have a passion for the sport of hockey. Previous experience on a not-for-profit board and knowledge of the workings of a board from a good governance perspective are preferred. Experience and understanding of the workings of a Provincial Sport Organization is also an asset, but is not required.

Hockey Alberta is the governing body for organized amateur hockey in the Province of Alberta. The Board of Hockey Alberta operates under a policy governance model. The Board provides oversight and approves the vision and policy framework for the organization to carry out its operations. Operations are delegated to the Chief Executive Officer.

Hockey Alberta is particularly looking for candidates with experience in the areas of Marketing, Public Relations and Lobbying. Candidates will possess some, or all, of the following attributes:

- Broad Knowledge of Board Governance
- Demonstrated Experience in:
 - Strategic Planning
 - Business Planning
 - Risk Management
 - Policy Development
 - Financial Management
 - Human Resource Management
 - Marketing/Public Relations
 - Lobbying



Process

If you are interested and would like to help shape the future of hockey in Alberta, please send a confidential written expression of interest and resume **by August 7, 2017** to Hockey Alberta to the attention of the Nominations Committee Chair at:

Hockey Alberta
Attention: Nominations Committee Chair
100 College Blvd,
Box 5005, Rm 2606
Red Deer, AB T4N 5H5

Or by email: kpapke@hockeyalberta.ca

Submitted expressions of interest will be reviewed by the Nominations Committee and presented in a report to the Board. The Board may recommend a slate of nominees to the members at the annual general meeting based on the report of the Nominations Committee.

The Director positions are elected by the members of Hockey Alberta at the annual general meeting to be held on **September 30, 2017** in Red Deer, Alberta. Elected individuals will serve a term of three years.

Per Hockey Alberta Bylaw 5.2, further nominations may be submitted to the Board and nomination forms will be included in the package of material sent to the members in advance of the Hockey Alberta 2017 AGM. Nominations must be **received by the Board 14 days prior to the annual general meeting.**

For more information, please contact:

Robert Litwinski, CEO
rlitwinski@hockeyalberta.ca
403-342-6777



Position Description

The job of Director is to participate on the Board and represent the interests of Hockey Alberta in determining and expecting appropriate organizational performance. The authority is given to the Board by the members through the Bylaws to ensure the business and affairs of Hockey Alberta are conducted appropriately.

Participation on the Board includes but is not limited to work in the following areas:

1. Establishing and annually reviewing the vision, mission, values and long-term goals of Hockey Alberta.
2. Establishing annually Board goals that guide the work of the Board for the coming year; evaluating these as part of the annual Board self-evaluation.
3. Establishing clear boundaries of delegation for operations to the CEO and staff, setting parameters of CEO decision making and reporting to the Board, holding the CEO accountable to provide evidence of progress in achieving the vision, mission, values and strategic plan. Approving processes, standards and metrics for the oversight of organizational performance.
4. Supporting the CEO by providing strategic leadership and insight to his/her work.
5. Connecting to the membership and other stakeholders to obtain input into the work of the Board. Linking and advocating to governments (municipal, provincial, federal) and other stakeholders in support of Hockey Alberta.

Directors are expected to attend Board meetings in person approximately five times per year with monthly conference calls. Directors of Hockey Alberta are volunteer positions.

Behavioural Expectations of Hockey Alberta Board Members:

- Takes Ownership
- Takes Initiative
- Focuses on Continuous Improvement
- Adapts to Change
- Acts with Integrity
- Collaborates with Others
- Makes Strategic Decisions
- Inspires Achievement
- Uses a critical thinking approach to problem solving