



INFORMATION BULLETIN

Bulletin No: 13/30

Date: April 1, 2014

To: All Minor Hockey Associations
All League Presidents (Senior Male/Female, Junior)
Senior Male/Female Teams
Junior A, B & C Teams
Board of Directors
All Hockey Alberta Councils

From: Bob Clark
Hockey Alberta Nominating Committee Chairperson

SUBJECT: Nomination Process for Hockey Alberta Board of Directors

The Hockey Alberta nomination for Board positions is contained in Bylaw 5.2 of the Hockey Alberta Bylaws.

The following Board of Director positions are open for election at the 2014 Hockey Alberta Annual General Meeting in Edmonton on June 7, 2014:

- Director of Operations (three year term)
- Director at Large (three year term)

Please see the attached process and key dates for your information. Also attached is the Nomination/Application Form. The job descriptions for the positions up for election have been attached to this memorandum.

All nominations should be received by the Nominating Committee Chair by April 30, 2014:

Bob Clark
Nominating Committee Chair
P.O. Box 533
Carstairs, AB T0M 0N0
Email: rcclark@winware.com
Phone: 403-337-3168

NOMINATION PROCESS

- April 1, 2014 Information on the nomination process circulated by information bulletin to advise members of the process and requirements to be considered a candidate. This information will also be circulated at zone meetings in April.
- April 30, 2014 Nomination Committee deadline. All nominations must include all necessary paperwork per the nomination process or they shall not be considered. Information will be submitted to the Nominating Committee Chair.
- May 7, 2014 Nominating Committee Chair works with members of the Nominating Committee to review the list of candidates and their eligibility.
- Nominating Committee Chair recommends to the Board of Directors a list of nominees to put forward based on criteria.
- List of nominees sent to membership with AGM package.
- May 24, 2014 Final date for nominees, with a fully completed Nomination Form, to be accepted as per the Hockey Alberta Bylaws.
- May 25, 2014 Final information bulletin with all nominees will be circulated to the membership electronically.
- June 7, 2014 Elections during the Annual General Meeting (AGM).
- All nominees will be given the opportunity to speak to support their nomination for position on the Board of Directors.

APPOINTMENT OF THE NOMINATING COMMITTEE

The Chair of the Board shall appoint the Nominating Committee Chair on an annual basis and no later than December 1 of each year, but may not be a member of the Board. The Board Chair and Nominating Committee Chair shall approve additional committee members, one whom shall be a Board member who is not seeking election for any Board position in that year.



NOMINATION FORM

I. I nominate the following person as _____ (position title).

Name _____

Nominee's Signature _____ Date _____

Nominator's Name _____

Phone _____ E-mail _____

Nominator's Signature _____ Date _____

II. PERSONAL INFORMATION FOR NOMINEE

Name: _____ Occupation: _____

Address: _____

City: _____ Postal Code: _____

Phone (Mobile): _____ Phone (Home): _____

E-mail Address: _____

Give a brief history of your hockey involvement (minimum 10 years)

Give a history of involvement in other professional or volunteer positions that you believe would help you excel in this position.

III. State briefly your comments on each of the following:

A. Personal objectives for the 2014-2015 hockey season.

B. Long range personal objectives. 2014-15 – 2016-17 (3 years)

Immediate objectives for Hockey Alberta.

C. Long range objectives for Hockey Alberta.

1. Please send the Nomination Form to:

Bob Clark
Nominating Committee Chair
E-mail: rcclark@winware.com
PO Box 533
Carstairs, AB T0M 0N0

2. Nominations must be completed properly and received by the Nominating Committee Chair by April 30, 2014.
3. Please be advised that all volunteers must consent to a criminal record check upon being elected.

Note: Should you prefer to fill the form out electronically, please contact Allison Ramsay via e-mail at aramsay@hockeyalberta.ca or by phone at 403-342-6777 to request an electronic copy.

JOB DESCRIPTION

Director of Operations, Hockey Alberta

SECTION 1: IDENTIFICATION INFORMATION

	Title
Job:	Director of Operations
Accountability to:	Chair, Hockey Alberta

SECTION 2: JOB SUMMARY

The Director of Operations is accountable for [major functions] of Hockey Alberta. This includes working within the Board's Framework governance, Board self-governance, Operational governance, and advocacy functions while achieving the required outcomes with time spans of up to 5 years.

The Director of Operations is accountable to the Board/Chair of Hockey Alberta and operates within the context and prescribed limits established by Hockey Alberta's Board policy governance framework.

SECTION 3: JOB SPECIFIC ACCOUNTABILITIES

The following are the six (6) primary accountabilities:

1.	Advocacy for the organization
2.	Management and mitigation of risk
3.	Working knowledge of Hockey Alberta's strategic plan
4.	Fulfill fiduciary duties to the organization
5.	Knowledge of the organization's fundamental structure
6.	Develops and approves the organization's strategic plan

SECTION 4: JOB SPECIFIC AUTHORITIES

The following are the five (5) primary authorities:

1.	Policy: development; implementation; management; and change
2.	Approve the organization's strategic plan
3.	Financial planning
4.	Approval of and changes to the regulations
5.	Hire the Executive Director

SECTION 5: JOB SPECIFIC REQUIREMENTS

The following are the seven (7) primary requirements:

1.	Possesses Communication skills (including verbal, written, interpersonal, 'people' and public speaking)
2.	Takes critical thinking approach to problem solving
3.	Fiscal management skills
4.	Business knowledge and experience
5.	Knowledge/Training/Education <ul style="list-style-type: none">- Risk management knowledge- Strategic planning and business planning
6.	Technical Skills <ul style="list-style-type: none">- Broad knowledge of Board governance
7.	Behavioural Expectations (See Appendix A) <ul style="list-style-type: none">- Takes Ownership- Takes Initiative- Focuses on Continuous Improvement- Adapts to Change- Acts with Integrity- Collaborates with Others- Makes Strategic Decisions- Communicates with Skill- Understands the Hockey Environment- Leads through Adversity- Inspires Achievement

JOB DESCRIPTION

Director, Hockey Alberta

SECTION 1: IDENTIFICATION INFORMATION

	Title
Job:	Director
Accountability to:	Chair, Hockey Alberta

SECTION 2: JOB SUMMARY

The Director is accountable for [major functions] of Hockey Alberta. This includes working within the Board's Framework governance, Board self-governance, Operational governance, and advocacy functions while achieving the required outcomes with time spans of up to 5 years.

The Director is accountable to the Board/Chair of Hockey Alberta and operates within the context and prescribed limits established by Hockey Alberta's Board policy governance framework.

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7.	Behavioral Expectations (See Appendix A) <ul style="list-style-type: none">- Takes Ownership- Takes Initiative- Focuses on Continuous Improvement- Adapts to Change- Acts with Integrity- Collaborates with Others- Makes Strategic Decisions- Communicates with Skill- Understands the Hockey Environment- Leads through Adversity- Inspires Achievement

Appendix A - Behavioral Expectations for Board of Directors

Board Members

All members of the Board of Directors are accountable for applying their skills in order to demonstrate the following behaviors:

Purpose	<p>Takes Ownership</p> <ul style="list-style-type: none"> ▪ Words and actions demonstrate an understanding of the link between their own accountabilities and how they contribute to Hockey Alberta’s performance ▪ Works to meet or exceed internal and external customers' expectations ▪ Exercises good judgment in completing tasks ▪ Achieves objectives on time and to defined standards <p>Takes Initiative</p> <ul style="list-style-type: none"> ▪ Solves problems and meets objectives before being asked to do so ▪ Acquires and uses technical, procedural, and professional information and skills to accomplish results within the context and prescribed limits set by the Board ▪ Advises Board when and why they are not able to complete objectives or if they are able to take on more
Process	<p>Focuses on Continuous Improvement</p> <ul style="list-style-type: none"> ▪ Continuously looks for and advocates for opportunities to improve, streamline processes, increase efficiency, reduce waste and improve results ▪ Looks for what can be learned from mistakes and missed opportunities ▪ Actively seeks opportunities to increase knowledge and skills ▪ Consistently open to feedback <p>Adapts to Change</p> <ul style="list-style-type: none"> ▪ Responds to change with an open attitude and a willingness to learn new ways to accomplish work activities and objectives ▪ Sees the merits of different approaches to accomplishing work activities ▪ Engages in change initiatives by considering all communication and providing input when needed
Performance	<p>Acts with Integrity</p> <ul style="list-style-type: none"> ▪ Behaviors and messages are consistent – “walks the talk” ▪ Acts ethically, safely, and in a compliant manner, regardless of how difficult that may be ▪ Trustworthy, fair, and able to keep confidences ▪ Brings forward situations thought to be inappropriate or inconsistent with Hockey Alberta’s policies and values ▪ Creates a respectful environment where ideas are challenged and people feel trusted and safe <p>Collaborates with Others</p> <ul style="list-style-type: none"> ▪ Works harmoniously with others to accomplish Hockey Alberta’s objectives ▪ Actively listens to and openly communicates with others ▪ Manages emotions and acts with tact and diplomacy, even in challenging circumstances

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Purpose</p>	<p>Makes Strategic Decisions</p> <ul style="list-style-type: none"> ▪ Actively participates in the development of Hockey Alberta's strategy and Long Term Plan and uses it as a guide for decision-making ▪ Conducts complex analysis easily and in a timely manner ▪ Understands whom to engage and when to improve decision quality ▪ Makes decisions comfortably when not all information is available, there is significant ambiguity, and/or abstract concepts involved <p>Communicates with Skill</p> <ul style="list-style-type: none"> ▪ Delivers complex messages simply and effectively via multiple media ▪ Adjusts communication style and focus to ensure maximum impact on diverse audiences and retention of key messages ▪ Credible, dynamic and engaging speaker and skillful negotiator ▪ Ensures the right message to the right audience at the right time
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Process</p>	<p>Understands the Hockey Environment</p> <ul style="list-style-type: none"> ▪ Understands how Hockey Alberta achieves results through safe, ethical and environmentally responsible operations ▪ Recognizes how Hockey Alberta fits into hockey in Canada and the external business environment ▪ Seeks knowledge and opportunities to continuously enhance skills ▪ Highly developed with deep, comprehensive understanding about how the different functions at Hockey Alberta support and enable the overall success of the organization <p>Leads through Adversity</p> <ul style="list-style-type: none"> ▪ Proactively identifies areas of concern in Hockey Alberta and leads mitigating efforts ▪ Uses reflection and good judgment to determine when to take the lead – “thinks like a person of action but acts like a person of thought” ▪ Builds confidence and competence within the Board of Directors in times of adversity or uncertainty
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Performance</p>	<p>Inspires Achievement</p> <ul style="list-style-type: none"> ▪ Identifies great talent and develops diverse, high-performing, and motivated Board members that work together to deliver results ▪ Ensures an appropriate balance between resources assigned and results expected ▪ Coaches, and takes accountability for the outcomes ▪ Visionary leader with the ability to rally Hockey Alberta around a common goal