



INFORMATION BULLETIN

Bulletin No: 14/07

Date: September 4, 2014

To: Zone 3 MHAs
Zone 7 MHAs
Board of Directors
Operations Advisory Committee

From: Rob Litwinski
Executive Director

SUBJECT: Seeking Applications for Zone 3 & 7 Operations Advisory Committee Members

With the recent changes to Hockey Alberta's organizational structure, Hockey Alberta and the Volunteer HR Committee have actively been recruiting volunteers for positions within our core workforce over the past number of months. While the majority of positions have been filled, the Zone 3 and Zone 7 Operations Advisory Committee positions remain open. In our approach to continually recruit great hockey people to fill these roles, please find detailed information below outlining the role of an Operations Advisory Committee Member.

Committee Information

The term of this committee shall be May 1, 2014 through June 2015. Note: As per the decision of the Board on March 1, 2014, the Operations Advisory Committee (OAC) for this term shall be in place in an interim capacity for the 2014-2015 season. Therefore the term of this particular committee shall change upon the commencement of the 2015-2016 season.

The mandate of the OAC shall be to act in an advisory capacity to the Executive Director and Board of Hockey Alberta. This function is specific to having a comprehensive understanding of the external and internal environment of the game in Alberta for the purpose of serving as a measure for the determination of priorities for the organization by the Executive Director and Board.

The OAC is not a decision making body. Their function is advisory in nature and the results of their work will be communicated by the consensus reached on a particular subject by the committee as a whole. The OAC is an ad hoc committee to the Board and will work closely/regularly with the Executive Director. This committee shall not be a conduit to the Board for any of the game delivery/operational levels to bring up operational issues.

Meeting Schedule

Meetings will be held from time to time, as needed via conference call or in person depending on the nature of the business to be conducted. The committee shall meet a minimum of three (3) times during the season which will include attendance at the Semi-Annual Meeting.



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Goals and Objectives of the Committee

The main goal of the OAC is to be informed as to the state of the entire game in Alberta. This is achieved through a comprehensive approach of listening to, communicating, and collaborating with the members and stakeholders of Hockey Alberta. Members and stakeholders include minor hockey associations, club teams, leagues, pond hockey programs, and volunteers/staff of the organization.

- Member to be the true representatives of the members and stakeholder groups from an operational level.
- Engage in discussion and dialogue around the internal/external environment of the game for the purpose of feeding the consideration of the Executive Director and Board in the formation of policy and priorities within the Strategic Plan.
- Advise the Executive Director on the priorities that will guide the delivery of operations.
- In function, OAC members will liaise with members and stakeholders in the hockey delivery level on how the game is functioning.
- Act in an advisory capacity to the Executive Director in the consideration of proposed changes that may or may not be brought before the Board.
- The OACs main role is to be involved, to be informed, and to truly represent their constituents through effective communication and awareness.

If you, or someone you know, is interested in becoming a member of the Operations Advisory Committee representing Zone 3 or Zone 7, please fill out the following application form and submit it to Allison Ramsay via email at aramsay@hockeyalberta.ca as soon as possible.

Should you have any questions, feel free to contact any of the following:

Rob Litwinski
Executive Director
rlitwinski@hockeyalberta.ca

Kevin Macrae
Senior Manager, Hockey Operations
kmacrae@hockeyalberta.ca

Allison Ramsay
Coordinator, Systems and Administration
aramsay@hockeyalberta.ca

Sincerely,

A handwritten signature in black ink that reads "Rob Litwinski".

Rob Litwinski
Executive Director



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2014-15 Volunteer Application Form

Your Information	
Your Name:	
Contact Information:	Home phone: Cell: Fax: Email:
Clothing Sizes:	Shirt size: Jacket size:

Position you are interested in	
Specific Role	1. _____
Committee Participation: (Please list any other committees you are interested in serving on)	1. _____ 2. _____ 3. _____

Qualifications	
Please confirm by checking off:	<ul style="list-style-type: none"> <input type="checkbox"/> Acknowledge that I will be subject to screening under organization's Criminal Records Check, and Conflict of Interest policies. <input type="checkbox"/> Have regular access to a computer and high-speed internet access. (*See company communications expense policy) <input type="checkbox"/> *See Job Description for specific role qualifications and requirements. <input type="checkbox"/> Familiar with and supports the purpose, vision/mission, core values, and Bylaws/Regulations of Hockey Alberta.
Occupation & Brief summary of experience:	
Brief Summary & List of Amateur Hockey Roles & Experience	<p>Hockey Experience:</p> <p>Role: _____ (Year(s) _____)</p> <p>Role: _____ (Year(s) _____)</p> <p>Role: _____ (Year(s) _____)</p> <p>Role: _____ (Year(s) _____)</p> <p>Brief Summary or description of these experiences:</p> <p>_____</p>