



INFORMATION BULLETIN

Bulletin No: 18-15

Date: June 14, 2019

Board of Directors Recruitment Notice

The Alberta Amateur Hockey Association (Hockey Alberta) is seeking qualified candidates to the positions of Chair and Vice Chair on its Board of Directors. The Board is accountable to its Members, ensuring that the mission and values of Hockey Alberta are carried out by the organization. As a director, including the Chair and Vice Chair, you are expected to commit to a three-year term on the Board. The Board meets in person six times annually in Red Deer, holds a monthly conference call, and Board members attend events throughout the year.

Nominations for the positions of Chair and Vice Chair may be submitted for current sitting members of the Board. If a current Board member is elected to be the Chair or Vice Chair, that will leave a Board vacancy that may be filled by appointment for the remainder of the term.

Candidates are asked to consider and advise whether they would be willing to accept an appointment to a vacant Board position in the event they are not elected for the position of Chair or Vice Chair.

About the Organization

Hockey Alberta is the governing body for organized amateur hockey in the Province of Alberta. 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. The Board operates under a policy governance model.

Candidate Qualifications

Candidates interested in serving as the Chair or Vice Chair of Hockey Alberta will possess some, or all, of the following attributes:

- Experience in role of Chair and/or Vice Chair.
- Experience chairing/leading meetings.
- Broad knowledge of board governance
- Passion for amateur hockey in the Province of Alberta
- Demonstrated experience in one or more of the following areas:
 - Amateur hockey as an executive, administrator, coach or official
 - Strategic planning
 - Business planning
 - Risk management
 - Policy development
 - Financial management
 - Human resource management
 - Marketing/public relations
 - Lobbying

In addition, please note the following:

- Previous experience on the Hockey Alberta Board is an asset.
- Previous experience on a not-for-profit board and knowledge of the workings of a board from a good governance perspective are preferred.
- An ICD (Institute of Corporate Directors) designation or equivalent training or experience working with a Board is an asset.
- Experience and understanding of the workings of a Provincial Sport Organization is an asset.
- Successful completion of a Criminal Record Check is required.



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Process Overview

The Governance Committee of Hockey Alberta has created a Nominations Committee comprised of the former Chair of the Board of Directors and two independent members. The members of the Nominations Committee have extensive experience in non-profit governance and amateur hockey organizations at the Provincial and National levels.

All submitted applications are reviewed by the Nominations Committee. Through the application and interview process, the Nominations Committee will prepare the group of qualified candidates endorsed by the Nominations Committee to be presented to the membership for election.

The Chair and Vice Chair positions are elected by the Members of Hockey Alberta at the Annual General Meeting (AGM). The 2019 AGM will be held on Saturday, November 23, 2019 in Red Deer. Elected individuals will serve a term of three years.

It is a requirement that all candidates are nominated by a Member of Hockey Alberta, as defined in Article 2 of the Bylaws of the Alberta Amateur Hockey Association.

For your information please use the links below to the Hockey Alberta website for more information on Hockey Alberta Bylaws, Governance Model, Position Description, Code of Conduct & Conflict of Interest. Candidates will be asked to complete a conflict of interest declaration with their application.

- I. [BYLAWS AND REGULATIONS >](#)
- II. [BOARD POLICY DOCUMENTS >](#)
 - Governance Style
 - Chair/Vice Chair Job Descriptions
 - Board Job Description
 - Code of Conduct
 - Conflict of Interest

If you are interested and would like to help shape the future of hockey in Alberta, please complete the online Nomination Form (including Credentials Summary and Conflict of Interest declaration) and submit via the Hockey Alberta website.

Nominations are to be submitted via this online form: [APPLICATION / NOMINATION FORM >](#)

Deadline to submit a nomination package is **JULY 31, 2019**.

For more information, please contact:

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