



INFORMATION BULLETIN

Bulletin No: 15/38

Date: April 7, 2016

To: All Minor Hockey Associations
Senior Male/Female Teams
Junior A, B & C Teams

CC: All League Presidents (Senior Male/Female, Junior)
Board of Directors
All Hockey Alberta Committees+

From: Fred Horbay
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 2016 Hockey Alberta Annual General Meeting in Red Deer on June 11, 2016:

- Chair of the Board (three year term)
- Vice Chair of the Board (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 must be received by April 30, 2016 by submitting to:

Hockey Alberta
Attention: Katrina Papke
100 College Blvd, Box 5005, Rm 2606
Red Deer, AB T4N 5H5

Or by E-mail: kpapke@hockeyalberta.ca

Kind Regards,

Fred Horbay
Nominating Committee Chair

NOMINATION PROCESS

- April 7, 2016 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, 2016 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 8, 2016 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 27, 2016 Final date for nominees, with a fully completed Nomination Form, to be accepted as per the Hockey Alberta Bylaws.
- June 1, 2016 Final information bulletin with all nominees will be circulated to the membership electronically.
- June 11, 2016 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 2016-2017 hockey season.

B. Long range personal objectives (3 years, 2016-17 to 2018-19).

C. Immediate objectives for Hockey Alberta.

D. Long range objectives for Hockey Alberta.

1. Please send the Nomination Form to:

Hockey Alberta
Attention: Katrina Papke
100 College Blvd, Box 5005, Rm 2606
Red Deer, AB T4N 5H5

Or by E-mail: kpapke@hockeyalberta.ca

2. Nominations must be completed properly and received by April 30, 2016.
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 Katrina Papke via e-mail at kpapke@hockeyalberta.ca or by phone at 403-342-6777 to request an electronic copy.

JOB DESCRIPTION

Chair, Hockey Alberta

SECTION 1: IDENTIFICATION INFORMATION

	Title
Job:	Chair
Accountability to:	The Members, Hockey Alberta

SECTION 2: PREPARATION AND APPROVAL INFORMATION

Prepared By:

Name	
Job Title	
Date	

Approved By:

Name	Board of Directors
Date	

SECTION 3: JOB SUMMARY

The Chair is accountable for the overall performance 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 10 years.

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

SECTION 4: JOB SPECIFIC ACCOUNTABILITIES

The following are the primary accountabilities:

1.	Advocacy for the organization
2.	Management and mitigation of risk
3.	Working knowledge of Hockey Alberta's strategic plan
4.	Fulfilling fiduciary duties to the organization
5.	Knowledge of the organization's fundamental structure
6.	Developing and approving the organization's strategic plan
7.	Appointing Committee Chairs
8.	Chairing Meetings
9.	Maintaining relationship with national body and other branches
10.	Leading Executive Director Evaluation Process
11.	Representing the branch (or designates alternate) at national and regional meetings

SECTION 5: JOB SPECIFIC AUTHORITIES

The following are the 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
6.	Organizes and coordinates board orientation meeting
7.	Implements annual Board member performance review
8.	Can assume Executive Director's administrative responsibilities in absence or sudden departure
9.	Rule on conflicts of interest
10.	Preside and chair all meetings of the Members of Hockey Alberta, the Board and Registration Committee
11.	Represent Hockey Alberta at all Hockey Canada meetings
12.	Be an ex-official member of all Committees
13.	Call all meetings of the Board at such time and place as may be required from time to time to transact the business of Hockey Alberta
14.	Have the power to discipline any Player, Coach, Manager, Trainer, Stickboy, Referee, Linesman or Hockey Team for unseemly conduct on or off the ice or for a breach of the Rules and Regulations, subject always to the right of Appeal as hereinafter provided
15.	Have the power to discipline any member for any reason which, in the sole discretion of the Chair, is sufficient, subject always to the right of Appeal as hereinafter provided.

SECTION 6: JOB SPECIFIC REQUIREMENTS

The following are the primary requirements:

1.	Possesses strong 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.	Previous Board experience would be an asset
6.	Knowledge/Training/Education <ul style="list-style-type: none"> - Risk management knowledge - Strategic planning and business planning
7.	Technical Skills <ul style="list-style-type: none"> - Broad knowledge of Board governance
8.	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

Vice Chair, Hockey Alberta

SECTION 1: IDENTIFICATION INFORMATION

	Title
Job:	Vice Chair
Accountability to:	Chair, Hockey Alberta

SECTION 2: PREPARATION AND APPROVAL INFORMATION

Prepared By:

Name	
Job Title	
Date	

Approved By:

Name	Rob Virgil
Job Title	Chair, Hockey Alberta
Date	

SECTION 3: JOB SUMMARY

The Vice Chair is accountable for the overall performance 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 10 years.

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

SECTION 4: JOB SPECIFIC ACCOUNTABILITIES

The following are the 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
7.	In absence of Chair, Vice Chair takes on accountabilities of Chair

SECTION 5: JOB SPECIFIC AUTHORITIES

The following are the 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
6.	In absence of Chair, Vice Chair takes on authorities of Chair

SECTION 6: JOB SPECIFIC REQUIREMENTS

The following are the 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.	Previous Board experience would be an asset
6.	Knowledge/Training/Education <ul style="list-style-type: none"> - Risk management knowledge - Strategic planning and business planning
7.	Technical Skills <ul style="list-style-type: none"> - Broad knowledge of Board governance
8.	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

Appendix A - Behavioural 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 behaviours:

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"> ▪ Behaviours 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

Board of Directors - Behavioural Expectations

Purpose	<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
Process	<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
Performance	<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