



# INFORMATION BULLETIN

**Bulletin No: 18/1**

Date: August 10, 2018

To: All Hockey Alberta Members

**SUBJECT: BOARD RECRUITMENT NOTICE**

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Hockey Alberta is seeking qualified candidates to fill three Director at Large vacancies on its Board of Directors. Please review the attached Notice and circulate to individuals who meet the qualifications outlined. NOTE: 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.

Please review the attached Notice and circulate to individuals who meet the qualifications outlined.

Nominations are being accepted until September 10, and all candidates must be nominated by a Member of Hockey Alberta (membership is defined in Article 2 of the Bylaws of Hockey Alberta).



## **Recruitment Notice**

The Alberta Amateur Hockey Association (Hockey Alberta) is seeking qualified candidates to fill three Director at Large vacancies 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, 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 attends various events throughout the year.

### **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.

### **Qualifications**

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. An ICD (Institute of Corporate Directors) designation or equivalent training or experience working with a Board would be considered an asset. Experience and understanding of the workings of a Provincial Sport Organization is an asset but is not required.

Hockey Alberta is particularly looking for candidates with expertise in Human Resources, Marketing, Public Relations or Lobbying. Candidates will possess some, or all, of the following attributes

- Broad knowledge of board governance
- Passion for amateur hockey in Province of Alberta
- Demonstrated experience in:
  - 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

### **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 both the Provincial and National Level.

All submitted applications are reviewed by the Nominations Committee. Through the application and interview process, the Nominations Committee will short-list a group of qualified candidates endorsed by the Nominations Committee that are then presented to the membership for election.



The Director positions are elected by the Members of Hockey Alberta at the Annual General Meeting (AGM). The 2018 AGM will be held on Saturday, November 24, 2018 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 see links below for more information on Hockey Alberta Bylaws, Application/Nomination Form, Governance Model, Position Description, Code of Conduct & Conflict of Interest. During the process, candidates will be asked to complete the conflict of interest declaration.

- [APPLICATION / NOMINATION FORM](#) *(See attached)*
- [BOARD POLICY DOCUMENTS](#) *(link to Hockey Alberta website)*  
Governance Style, Job Description, Code of Conduct, Conflict of Interest
- [BYLAWS AND REGULATIONS](#) *(link to Hockey Alberta website)*

If you are interested and would like to help shape the future of hockey in Alberta, please complete the credentials form included in this posting, the nominations form signed by a member, your resume highlighting your career and volunteer history and a cover letter recognizing what you believe you can contribute to the Board of Directors of Hockey Alberta. Please send your package by September 10, 2018 to Hockey Alberta to the attention of the Nominations Committee Chair at:

Hockey Alberta  
Attention: Nominations Committee Chair  
100 College Blvd,  
Box 5005  
Red Deer, AB T4N 5H5  
Or by email: [kpapke@hockeyalberta.ca](mailto:kpapke@hockeyalberta.ca)

For more information, please feel free to contact:

Rob Virgil  
Hockey Alberta  
Nominations Committee Chair  
[rvirgil@hockeyalberta.ca](mailto:rvirgil@hockeyalberta.ca)  
780-915-2873

Rob Litwinski  
Hockey Alberta  
CEO  
[rlitwinski@hockeyalberta.ca](mailto:rlitwinski@hockeyalberta.ca)  
403-342-6777



## Nominations Form

All applicants that wish to become a member of the Hockey Alberta Board must have a nomination from a Hockey Alberta Member. Membership of Hockey Alberta is defined in Article 2 of Hockey Alberta Bylaws and Regulations.

I nominate the following person for the position of Director for the Hockey Alberta Board. This Nomination will stand for the 2018 Hockey Alberta Annual Meeting only.

### Nominee Information

Name of Nominee:

Nominee Signature:

Date:

### Nominator Information

Name of Nominator:

Name of Member (i.e. Association or Club Team):

Position held with Member:

Nominator Signature:

Date:



## Credentials Summary Form

**Name:**

**City:**

Provide a brief history of your hockey involvement:

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



What skills, attributes, experiences would you bring to the Hockey Alberta Board if elected?

What is it that you believe is important for the Hockey Alberta Board to focus on in the next three years?