



integrity.
community.
collaboration.
innovation.
passion.

VOLUNTEER POSITION DESCRIPTION

Vision:	Hockey for Life
Mission:	To create positive opportunities and experiences for ALL PLAYERS through innovative leadership and exceptional service.
Position Title:	Maltreatment Investigator
Accountable To:	Maltreatment Officer Chief Executive Officer (or designate)
Leads:	None
Purpose/Summary:	<p>This position plays a significant role in the pursuit of the vision and mission of Hockey Alberta by focusing on equity, diversity and inclusion through the investigation of Maltreatment & Discrimination infractions and allegations. This position will primarily work alongside other volunteers and staff members and will report directly to the Maltreatment Officer and Chief Executive Officer (or designate).</p> <p>This position will be appointed on a two (2) year term by the CEO (or designate). A total of four (4) Maltreatment Officers will be appointed, with two (2) appointed in even numbered years and two (2) appointed in odd numbered years.</p>

RESPONSIBILITIES

GENERAL DUTIES

- Regularly communicate with Maltreatment Officer and other Investigators regarding the investigation process and best practices
- Attend Maltreatment meetings as requested
- Act in accordance with Hockey Alberta values and behaviours while contributing to the Vision and Mission of Hockey Alberta

INVESTIGATE

- Conduct investigations in accordance with Hockey Alberta policies and procedures
- Conduct interviews, gather written statements/ evidence and/ or conduct hearings (if necessary) with relevant parties
- Solicit professional advice/ opinions from subject-matter experts, when necessary
- Assess all evidence and supporting information and identify the facts
- Assess the severity of the infraction or allegation to determine whether the incident needs to be reported to the authorities

REPORTING

- Upon the completion of each investigation, provide a thorough investigative report, along with recommendations for disciplinary action (if any) to the Maltreatment Officer
- Regularly report on trends identified through investigations to the Maltreatment Officer



REVIEW

- Collaborate as needed with Maltreatment Officer and other Maltreatment Investigators to build recommendations for Hockey Alberta on Maltreatment Policies & Procedures
- Foster open, honest, and constructive dialogue on all issues around Maltreatment & Discrimination.
- Regularly report and update Hockey Alberta regarding the status of investigations.

REQUIRED TIME COMMITMENT

- ✓ Hearings (Conference and/or video call) as needed, based on the number of open investigations at the time
- ✓ Meetings (as required) with the Maltreatment Officer regarding open and completed investigations.
- ✓ 1-2 Maltreatment Officer & Investigator Meetings (if required)
- ✓ Attend, as required, other Hockey Alberta Meetings as required from time-to-time.

QUALIFICATIONS & COMPETENCIES

- ✓ Familiarity with the Vision, Mission, Values, Bylaws, Regulations, Policies and Procedures of Hockey Alberta
- ✓ Familiarity with the Maltreatment Policies and Procedures of Hockey Canada and Hockey Alberta
- ✓ Knowledge and Expertise on Maltreatment & Discrimination in Sport
- ✓ Experience and History Conducting Investigations
- ✓ The ability to communicate effectively with a diverse set of people
- ✓ Access to a phone and email on a regular basis
- ✓ Successful completion of a Criminal Record Check, as per Policy
- ✓ Declaration of all applicable conflicts of interest, as per Policy

COMPENSATION

Appointments will be in place from August 1st to July 31st annually. Maltreatment Investigators will be compensated as follows:

- ✓ \$150 per completed investigation/ report
- ✓ Travel expenses related to required tasks
- ✓ Meal expenses related to required tasks
- ✓ Accommodations expenses related to required tasks