



VISION: Hockey for life.

MISSION: To create positive opportunities and experiences FOR ALL PLAYERS through innovative leadership and exceptional service.

OPERATIONS ADVISORY COMMITTEE

Position Description (9 members, 1 per zone)

GENERAL PURPOSE

The Operations Advisory Committee acts in an advisory capacity to the Executive Director and Board of Directors of Hockey Alberta. Committee members are expected to be informed on the state of the game in Alberta, by communicating and collaborating with the members and stakeholders of Hockey Alberta. As a Hockey Alberta committee, members will support the Vision, Mission, core values, strategic objectives and business strategies of Hockey Alberta.

This position is elected, and is for a two-year term (maximum of three terms). Elections occur at Hockey Alberta's annual Spring Zone Meeting. Zones 2, 4, 6 and 8 hold elections in even-numbered years. Zones 1, 3, 5, 7 and 9 hold elections in odd-numbered years. Representatives from each Local Minor Hockey Association (LMHA) vote on the slate of qualified candidates for their zone, as selected by the Chair of the Hockey Alberta Volunteer Human Resource Committee.

SPECIFIC AREAS OF FOCUS

- Be familiar and have a knowledge of the Bylaws and Regulations of Hockey Alberta and understand the role Hockey Alberta plays within amateur hockey
- Act as a representative for the Local Minor Hockey Associations within the zone at the operational level
- Be up to date with emerging trends within minor hockey and understand their implications
- Facilitate dialogue with the Local Minor Hockey Associations or any members in the hockey community in their respective zone to understand the internal and external environment of minor hockey
- Act as a spokesperson for Hockey Alberta in communicating information to the Local Minor Hockey Associations

REQUIRED TIME COMMITMENT

- Regular communication with the hockey community, 5-15 hours per week, from late August until late April
- Committee Meetings: held every 4-6 weeks from September to April, usually via conference call, usually 1-2 hours in length; maximum of three (3) full-day, in-person Saturday meetings at the Hockey Alberta office in Red Deer
- Hockey Alberta Annual General Meeting: Friday afternoon to Sunday afternoon, held first or second weekend in June
- Hockey Alberta Semi-Annual Meeting: Friday evening and all day Saturday, held on one of the final two weekends in November
- Hockey Alberta zone meetings: September (in-person, Sunday, one of the first two weekends after Labour Day, location TBD); January (conference call, first week in the evening); April (in-person, Sunday, one of last two weekends in April or first weekend in May, location TBD)
- Other communication as required

MINIMUM QUALIFICATIONS AND COMPETENCIES

- Ability to communicate effectively with a diverse range of participants
- Ability to facilitate discussions with stakeholders and identify key items within those discussions



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- Strong attention to detail
- Experience at the senior management or board level in a volunteer committee or organization is a requirement
- Experience in the game/structure of minor hockey, specifically as a member of the board of directors is considered an asset
- Experience in a local sport organization or provincial sport organization would be an asset
- Ability to commit to regular attendance of the events associated with the committee
- Keen interest in the game of amateur hockey in the province of Alberta
- Regular access to a telephone and computer with high speed Internet access (expenses reimbursed as per Hockey Alberta policy)
- Successful completion of a criminal record check (as per Hockey Alberta policy)
- No conflicts of interest that would prevent effective participation as a Committee member (as per Hockey Alberta policy)