



POSITION DESCRIPTION

Vision:	Hockey for Life
Mission:	To create positive opportunities and experiences for ALL PLAYERS through innovative leadership and exceptional service.
Position Title:	Chair, AA Hockey
Accountable To:	Executive Director (or Designate)
Leads:	AA Hockey Committee
Purpose/Summary:	<p>The Chair, AA Hockey position plays a significant role in the pursuit of the vision and mission of Hockey Alberta. This position focuses on providing quality service to the membership and stakeholders of Hockey Alberta, primarily leading League and Team Representatives in developing change for the advancement of AA hockey within Alberta.</p> <p>This position is appointed for a two (2) year term by the CEO.</p>

RESPONSIBILITIES

Lead AA Hockey Committee

- Liaise with Staff regarding the interpretation and application of Regulations
- Liaise with Staff to set agendas and meeting schedule
- Chair meetings of the Committee as necessary
- Ensure the Committee is adhering to the Terms of Reference and complete assigned tasks
- Maintain constant and consistent communication with the Staff and Committee
- Prepare written reports of the actions and progress of the Committee

Player Movement and Exceptions

- Lead the establishment and implementation of protocol for Substitute Goaltender Requests
- Lead the implementation of protocol for Player Movement
- Liaise with Leagues to adjudicate on Special Exceptions

Liaise with AA Leagues and Teams

- Coordinate regular communication with Teams via phone, e-mail, and mail
- Coordinate regular communication with Leagues via phone, e-mail, and mail
- Attend League meetings to present / gather feedback as needed
- Represent the interests of the Leagues and Teams at Hockey Alberta meetings

Support and Develop AA Hockey in Alberta

- Support the Vision, Mission and Values established by the Hockey Alberta Board
- Support the creation and delivery of the organizational Strategic Plan
- Support the development of Hockey Alberta's Annual Plan

Represent Hockey Alberta's AA Hockey

- Act as the Hockey Alberta Representative at League Playdowns, as requested
- Act as the Hockey Alberta Representative at Provincial Championships, as requested



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REQUIRED TIME COMMITMENT

- ✓ Phone Calls and Emails with Teams and Leagues throughout the season
- ✓ Monthly (or as required) Committee Meetings via conference call
- ✓ 1-2 Committee Meetings held in-person (if required)
- ✓ Attend Hockey Alberta Annual General Meeting
- ✓ Attend Hockey Alberta Semi-Annual Meeting
- ✓ Attend Regional or National Meetings as requested
- ✓ Attend Hockey Alberta Provincial Championships
- ✓ Attend Regional and National Championships as requested
- ✓ Preparation of Written Reports for Semi-Annual and Annual Meetings

QUALIFICATIONS & COMPETENCIES

- ✓ Familiarity with the Vision, Mission, Values, Bylaws, Regulations, Policies and Procedures of Hockey Alberta
- ✓ Keen interest and experience in hockey, specifically in the AA Divisions is considered an asset
- ✓ The ability to communicate effectively with a diverse set of people
- ✓ The ability to motivate a collective group towards attaining specific goals in a timely manner
- ✓ Attention to detail is an asset
- ✓ Ability to commit to regular attendance at meetings and events
- ✓ 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