



## POSITION DESCRIPTION

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<b>Vision:</b>	Hockey for Life
<b>Mission:</b>	To create positive opportunities and experiences for ALL PLAYERS through innovative leadership and exceptional service.
<b>Position Title:</b>	<b>Chair, Female Hockey ADM</b>
<b>Accountable To:</b>	<b>Executive Director (or Designate)</b>
<b>Leads:</b>	Female Hockey ADM Committee
<b>Purpose/Summary:</b>	<p>The Chair, Female Hockey ADM 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 AAA and Elite Female hockey within Alberta.</p> <p>This position is appointed for a two (2) year term by the CEO.</p>

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## RESPONSIBILITIES

### **Lead Female Hockey ADM 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, Acceleration and Exceptions**

- Lead the establishment and implementation of protocol for Substitute Goaltender Requests
- Lead the implementation of protocol for Elite Player Movement
- Lead the process to adjudicate on Special Exceptions
- Lead the process to adjudicate on Player Acceleration requests

### **Lead AAA and Elite Female League and Teams**

- Coordinate regular communication with MHA's / Teams via phone, e-mail, and mail
- Host and Chair League meetings to present / gather feedback as needed
- Represent the interests of the MHA's / Teams at Hockey Alberta meetings
- Liaise with committee members to oversee all League operations (finance, discipline, complaints, etc.)

### **Support and Develop AAA and Elite Female 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



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### **Represent Hockey Alberta's AAA and Elite Female Hockey**

- Act as the Hockey Alberta Representative at League Playdowns, as required
- Act as the Hockey Alberta Representative at Provincial Championships and Regional / National Events, as required
- Act as a Representative of Hockey Alberta at meetings, as needed

### **REQUIRED TIME COMMITMENT**

- ✓ Phone Calls and Emails with MHA's / Teams throughout the season
- ✓ Monthly (or as required) Committee Meetings via conference call
- ✓ 2 Member's Meetings held in-person
- ✓ Attend Hockey Alberta Annual General Meeting
- ✓ Attend Hockey Alberta Semi-Annual Meeting
- ✓ Attend Regional or National Meetings as requested
- ✓ Attend League games as needed
- ✓ 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 at the AAA and Elite Female levels 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