



POSITION DESCRIPTION

Vision:	Hockey for Life
Mission:	To create positive opportunities and experiences for ALL PLAYERS through innovative leadership and exceptional service.
Position Title:	MHA Ambassador
Accountable To:	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 as it focuses on providing quality service to the member Minor Hockey Associations of Hockey Alberta. Using Hockey Alberta's Member Standards, the Ambassador acts in an advisory capacity to the MHA's by providing guidance and mentorship on items related to governance and day to day operations.</p> <p>This position is appointed for a two (2) year term by the Chief Executive Officer (CEO). One (1) Ambassador will be appointed within each Hockey Alberta Regional Service Area.</p>

RESPONSIBILITIES

GOVERNANCE

- Provide mentorship and guidance to MHA Executive Members
- Guide the MHA to ensure compliance with the requirements of being a Hockey Alberta member MHA and a registered non-profit organization
- Guide MHA's on Bylaw, Regulation and Policy development and amendment
- Guide MHA's with respect to meeting structure and effective / efficient meeting etiquette
- Provide the MHA's with access to tools and resources designed to share best practices and provide information
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MINOR HOCKEY OPERATIONS

- Communication and collaboration with member MHA's and other stakeholders are a priority focus when sharing and gathering information about minor hockey
- Act as a spokesperson for Hockey Alberta in communicating information to the Local Minor Hockey Associations
- Lead and guide the member MHA with respect to Hockey Alberta Member Standards
- Engage member MHA's in discussions that help share ideas related to growing the game
- Lead and educate MHA's on the importance of offering flexible "hockey options"
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OPERATIONAL EXCELLENCE

- Liaise with Regional Centre Consultants in order to share information and ensure alignment of goals and objectives
- Liaise with Minor Hockey Committee members to share information and ensure alignment of goals and objectives



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REQUIRED TIME COMMITMENT

- ✓ Phone Calls and Emails with MHA's and Leagues throughout the season
- ✓ Approximately 10-20 hours per week during 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 Planning Meeting(s)
- ✓ Attend Hockey Alberta Provincial Championships
- ✓ Preparation of Written Reports for Committee 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 Minor hockey
- ✓ Past experience as an LMHA Executive member
- ✓ Familiarity with and knowledge of the requirements of being a Hockey Alberta member MHA
- ✓ Familiarity with and knowledge of the requirements of registered non-profit organizations
- ✓ Familiarity with and knowledge of Alberta Gaming and Liquor Commission rules can be 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