



CHAIR, MINOR FEMALE

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, Minor Female

Accountable To: Chief Executive Officer (or Designate)

Leads: Minor Female Committee

Purpose/Summary: The Chair, Minor Female 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 providing service to members through the interpretation of Minor Female Regulations and developing change for the advancement of Minor Female hockey within Alberta.

This position is appointed for a two (2) year term by the CEO.

RESPONSIBILITIES

Lead Minor Female 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

Minor Female Provincials

- Lead the establishment and implementation of the Provincial Categorization process
- Oversee the Provincial playoff schedule for applicable Divisions / Categories
- Act as a Hockey Alberta Representative at Provincial Tournaments as needed

Player Movement and Exceptions

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

Liaise with Minor Female Leagues and MHAs

- Coordinate regular communication with MHA's 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 MHA's at Hockey Alberta meetings



CHAIR, MINOR FEMALE

POSITION DESCRIPTION

Support and Develop Minor 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

Represent Hockey Alberta's Minor Female Hockey

- Act as the Hockey Alberta Representative at Provincial Championships, as requested
- Act as a Representative of Hockey Alberta at Hockey Canada meetings, as needed

REQUIRED TIME COMMITMENT

- ✓ Phone Calls and Emails with MHA's 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 Winter Planning Meeting
- ✓ Attend Regional or National Meetings as requested
- ✓ Attend Hockey Alberta Provincial Championships
- ✓ Preparation of Written Reports for Winter Planning 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 Minor Female Division
- ✓ Past experience with an LMHA and/or Minor Female Team is 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