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**Position Title:** Indigenous Hockey Committee Member

**Accountable To:** Chief Executive Officer (or Designate)  
Indigenous Hockey Committee Chair

**Leads:** None

**Purpose/Summary:** The Indigenous 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 liaising with, guiding and supporting the members in the operation of amateur hockey programming. This committee will act as the unified voice representing Indigenous Hockey, and the communities that operate sanctioned programs, in Alberta.

This position is appointed for a one (1) year term by the CEO.

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### **RESPONSIBILITIES**

#### **Indigenous Hockey Committee**

- Participate in discussions that focus on the improvement and growth of the game
- Liaise with Staff and Committee Chair regarding the interpretation and application of Regulations
- Attend committee meetings as necessary
- Adhere to the committee Terms of Reference and complete assigned tasks
- Participate in sub-committee work to review matters or issues related to the game

#### **Support to Hockey Alberta Membership**

- Coordinate regular communication with member MHAs that operate in Indigenous Communities
- Participate in and/or Lead meetings of member MHAs, as requested
- Guide MHAs on Bylaw, Regulation and Policy development and amendment
- Guide MHAs with respect to effective / efficient meeting structure and etiquette
- Lead and guide member MHAs with respect to Hockey Alberta Member Standards
- Engage member MHAs in discussions that share ideas related to growing the game
- Lead and educate MHAs on the importance of offering flexible “hockey options”
- Represent the interests of MHAs within Indigenous communities at Hockey Alberta meetings

#### **Liaise with Indigenous Hockey Programs**

- Coordinate regular communication with Indigenous Hockey Program operators (‘Partners’)
- Attend meetings to present / gather feedback as needed
- Provide guidance to ensure compliance with the requirements of being a Hockey Alberta partner
- Represent the interests of the Indigenous Hockey Program operators at Hockey Alberta meetings
- Attend Partner events to represent Hockey Alberta, as requested

#### **Support and Develop Indigenous Hockey in Alberta**

- Support the Vision, Mission and Values established by the Hockey Alberta Board
- Support the delivery of the organizational Business Plan Objectives
- Liaise with members, stakeholders and Partners to discuss and/or develop opportunities focused on the development of players and coaches

**REQUIRED TIME COMMITMENT**

- ✓ Phone Calls and Emails with MHA's, Leagues and Partners throughout the season
- ✓ Committee Meetings via conference call (as required)
- ✓ 1-2 Committee Meetings held in-person (if required)
- ✓ Attend Hockey Alberta Planning Meeting(s), as requested
- ✓ Attend Partner Events, as requested
- ✓ Preparation of Written Reports for Planning Meetings

**QUALIFICATIONS & COMPETENCIES**

- ✓ Familiarity with the Vision, Mission, Values, Bylaws, Regulations, Policies and Procedures of Hockey Alberta
- ✓ Keen interest and experience in hockey, specifically within indigenous communities
- ✓ Past experience as an MHA Executive member considered an asset
- ✓ 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
- ✓ 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