



COMMISSIONER, SENIOR MALE

POSITION DESCRIPTION

Vision:	Hockey for Life
Mission:	To create positive opportunities and experiences for ALL PLAYERS through innovative leadership and exceptional service.
Core Values:	Integrity – Do the right thing for the right reasons Community – Make a difference for all Albertans Collaboration – Work together to win together Innovation – Be curious, courageous and creative Passion – fuels our why, drives our what

Position Title:	Commissioner, Senior Male
Accountable To:	Chief Executive Officer (or designate)
Leads:	Senior Male Committee
Purpose/Summary:	The Commissioner, Senior Male 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 Senior Male hockey within Alberta.
Term:	This position is appointed for a two (2) year term by the CEO (or designate)
Honorarium:	\$5,000 / year

RESPONSIBILITIES

Lead Senior Male 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 (Member League delegates) as necessary
- Ensure the Committee is adhering to the Terms of Reference and complete assigned tasks
- Prepare written reports of the actions and progress of the Committee

Liaise with Senior Male 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

Coordinate Discipline and Sanctioning for Senior Male Hockey

- Liaise with staff regarding discipline processes, standards and decisions
- Lead discipline investigations, and adjudicate on Indefinite Suspensions for Senior Male hockey
- Participate in Match on Official hearings related to Senior Male hockey
- Collaborate with Member Leagues to obtain feedback related to discipline standards
- Coordinate the Sanctioning process for Exhibition Games and Tournaments



COMMISSIONER, SENIOR MALE

POSITION DESCRIPTION

Support and Develop Senior Male Hockey in Alberta

- Learn and live the Vision, Mission and Values established by the Hockey Alberta Board
- Support the delivery of the organizational Strategic Plan
- Collaborate with Member Leagues to obtain feedback related to annual objectives and liaise with staff to incorporate ideas into Hockey Alberta's Annual Plan

Represent Hockey Alberta's Senior Male Hockey

- Attend Senior Male hockey games, as required, throughout the season
- Act as the Hockey Alberta Representative at League Playdowns/ Championships, as requested
- Act as the Hockey Alberta Representative at Provincial Championships and Regional/ National Events (as requested)
- Attend League, Provincial, Regional and/ or National meetings as requested

REQUIRED TIME COMMITMENT

- ✓ Phone calls, emails and/ or video calls with staff as required
- ✓ Phone calls, emails and/ or video calls with Teams and Leagues throughout the season
- ✓ Attend League meetings throughout the season as needed
- ✓ A minimum of 3 Committee meetings (in-person or via video/ conference call) annually
- ✓ Attend 1-2 Hockey Alberta meetings per year (2-3 days)
- ✓ Attend Hockey Canada meetings as requested
- ✓ Attend Hockey Alberta Senior Male Provincial Championships (3-4 days)
- ✓ Attend Senior Male Regional and National Championships as necessary
- ✓ Preparation of meeting minutes and/ or reports when requested

QUALIFICATIONS & COMPETENCIES

- ✓ Keen interest and experience in hockey, specifically in the Senior Male Division
- ✓ Experience in conducting meetings/ chairing committees
- ✓ Experience with planning objectives, implementing actions and measuring results
- ✓ 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
- ✓ Detail oriented and able to deliver high quality, accurate work
- ✓ 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