



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, Junior / Senior Female
Accountable To:	Executive Director (or Designate)
Leads:	Junior / Senior Female Committee
Purpose/Summary:	<p>The Chair, Junior / Senior 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 leading League and Team Representatives in developing change for the advancement of Junior and Senior Female hockey within Alberta.</p> <p>This position is appointed for a two (2) year term by the Executive Director and VHR Chair.</p>

RESPONSIBILITIES

Lead Junior / Senior 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
- Prepare written reports of the actions and progress of the Committee

Liaise with Junior and Senior Female 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 and gather feedback as needed
- Represent the interests of the Leagues and Teams at Hockey Alberta meetings

Coordinate Discipline and Sanctioning for Junior / Senior Female Hockey

- Coordinate with Staff to lead Discipline investigations / reviews
- Liaise with Senior Male Leagues regarding discipline standards
- Review and adjudicate on Indefinite Suspensions for Junior and Senior Female
- Participate in Match on Official hearings related to Junior and Senior Female hockey
- Coordinate the Sanctioning process for Exhibition Games and Tournaments

Support and Develop Junior and Senior 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



POSITION DESCRIPTION

Represent Hockey Alberta's Junior / Senior Female Hockey

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

REQUIRED TIME COMMITMENT

- ✓ Phone Calls and Emails with Teams and Leagues throughout the season
- ✓ 2-4 Committee Meetings held (or as required) via conference call from September – April
- ✓ Attend Hockey Alberta Annual General Meeting
- ✓ Attend Hockey Alberta Semi-Annual Meeting
- ✓ Attend Hockey Canada Spring and Winter Congresses
- ✓ Attend Hockey Alberta Provincial Championships
- ✓ Attend Junior / Senior Female Regional and National Championships as necessary
- ✓ Preparation of Written Reports for Semi-Annual, Annual and Congresses

QUALIFICATIONS & COMPETENCIES

- ✓ Keen interest and experience in hockey, specifically in the Junior / Senior Female Divisions
- ✓ 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