



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 Administration
Accountable To:	Executive Director (or Designate)
Leads:	Minor Administration Committee
Purpose/Summary:	<p>The Chair, Minor Administration 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 the registration process for Minor Hockey as well as developing change for the advancement of Minor 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 Minor Administration 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 MAC's
- Prepare written reports of the actions and progress of the Committee

Team and Participant Registration (Minor & Minor Female)

- Lead the plan for registration and HCR training for MAC's and MHA's
- Liaise with Staff to establish and lead the plan for Minor Team Registration
- Liaise with Staff to establish and lead the plan for Minor Player registration
- Lead the Player and Team Approval process with the MAC's
- Liaise with Staff to establish and lead the plan for registration reporting

Player Residency and Movement

- Liaise with Staff to lead the process for identifying player residency
- Ensure consistency in the application of residency requirements and player movement procedures
- Liaise with MRC Chair on Special Exceptions

Minor Provincials

- Liaise with Chair, Minor Regulations to establish and lead Provincial Categorization processes

Liaise with Minor Female Leagues and MHA's

- Attend MHA meetings to present / gather feedback, as needed
- Attend League meetings to present / gather feedback, as needed
- Represent the interests of the Leagues and MHA's at Hockey Alberta meetings



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 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 Semi-Annual Meeting
- ✓ Attend Regional or National Meetings as requested
- ✓ Attend Hockey Alberta Provincial Championships
- ✓ Preparation of Written Reports for Semi-Annual 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 & Minor Female Divisions
- ✓ Past experience with an LMHA 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