



## POSITION DESCRIPTION

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<b>Vision:</b>	Hockey for Life
<b>Mission:</b>	To create positive opportunities and experiences for ALL PLAYERS through innovative leadership and exceptional service.
<b>Position Title:</b>	<b>Chair, Minor Female</b>
<b>Accountable To:</b>	<b>Executive Director (or Designate)</b>
<b>Leads:</b>	Minor Female Committee
<b>Purpose/Summary:</b>	<p>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.</p> <p>This position is appointed for a two (2) year term by the Executive Director and VHR Chair.</p>

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### 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 MHA's**

- 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



## POSITION DESCRIPTION

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### **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 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 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