



## 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 Leagues</b>
<b>Accountable To:</b>	<b>Executive Director (or Designate)</b>
<b>Leads:</b>	Minor League Committee
<b>Purpose/Summary:</b>	<p>The Chair, Minor Leagues 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 Representatives in 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>

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## RESPONSIBILITIES

### **Lead Minor League 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 Minor Leagues**

- 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 at Hockey Alberta meetings

### **Support and Develop Minor 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 Elite Hockey**

- Act as the Hockey Alberta Representative at League Playdowns, as requested
- Act as the Hockey Alberta Representative at Provincial Championships, as requested



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### REQUIRED TIME COMMITMENT

- ✓ Phone Calls and Emails with Teams 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
- ✓ Attend Regional and National Championships as requested
- ✓ 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 Divisions is considered 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