



# CHAIR, PARA HOCKEY

## POSITION DESCRIPTION

**Vision:** Hockey for Life

**Mission:** To create positive opportunities and experiences for ALL PLAYERS through innovative leadership and exceptional service.

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<b>Position Title:</b>	<b>Chair, Para Hockey</b>
<b>Accountable To:</b>	<b>Chief Executive Officer (or Designate)</b>
<b>Leads:</b>	Para Hockey Committee
<b>Purpose/Summary:</b>	<p>The Chair, Para Hockey 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 program Representatives in developing change for the advancement of Para hockey within Alberta.</p> <p>This position is appointed for a two (2) year term by the CEO.</p>

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### **RESPONSIBILITIES**

#### **Lead Para Hockey 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

#### **Liaise with Para Leagues and Programs**

- Coordinate regular communication with Programs 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 Programs at Hockey Alberta meetings

#### **Support and Develop Para 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

### **REQUIRED TIME COMMITMENT**

- ✓ Phone Calls and Emails with Programs 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 Winter Planning Meeting
- ✓ Attend Regional or National Meetings as requested
- ✓ Preparation of Written Reports for Winter Planning and Annual Meetings



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### QUALIFICATIONS & COMPETENCIES

- ✓ Familiarity with the Vision, Mission, Values, Bylaws, Regulations, Policies and Procedures of Hockey Alberta
- ✓ Keen interest and experience in hockey, specifically in Sledge Hockey
- ✓ Past experience with a local Sledge program and/or 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