



# DIRECTOR, AA COMMITTEE

## 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>AA Committee, Director</b>
<b>Accountable To:</b>	<b>Chair, AA Committee Chief Executive Officer (or Designate)</b>
<b>Leads:</b>	None
<b>Purpose/Summary:</b>	<p>The AA Committee Director 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 AA Leagues in developing change for the advancement of AA hockey within Alberta.</p> <p>This position is appointed on an annual basis by the Chief Executive Officer (CEO).</p>

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### **RESPONSIBILITIES**

#### **AA Committee**

- Make recommendations to encourage development opportunities to the Players, Teams and Leagues related to the AA Hockey Model.
- Review and recommend changes (if necessary) on the Recruitment Areas based on recommendations and statistics.
- Establish a communications protocol and conflict resolutions procedure to ensure good governance amongst the leagues involved.
- Make recommendations in areas of expanding and/or reducing of Recruitment Areas to ensure that they fit within the established criteria.
- Make recommendations in areas of reduction and additions of Teams within the Recruitment Areas with input from the Teams ensuring that they fit within the established criteria.
- Assist and provide input on other Committee responsibilities as required.

#### **Liaise with AA Leagues**

- Gather perspectives from surrounding AA Recruitment Areas to share with the Committee.
- Develop a mechanism to encourage communication between Leagues on matters related to the development of players.
- Attend League meetings to present/gather feedback as needed.
- Represent the interests of the Leagues at Hockey Alberta meetings.

#### **Support and Develop AA 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



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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 (if required)
- ✓ Attend Hockey Alberta Winter Planning Meeting (if required)
- ✓ Attend Hockey Alberta Provincial Championships
- ✓ Preparation of Written Reports for Winter Planning 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