



DIRECTOR, FEMALE ELITE

POSITION DESCRIPTION

Vision: Hockey for Life

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

Position Title: Director, Elite Female

Accountable To: Chair, Elite Female
Chief Executive Officer (or Designate)

Leads: None

Purpose/Summary: The Elite Female 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 supporting League and Team Representatives in developing change for the advancement of Elite Female hockey within Alberta.

This position is appointed on an annual basis by the CEO.

RESPONSIBILITIES

Elite Female Hockey Committee

- Participate in discussions that focus on the improvement and growth of the game
- Liaise with Staff and Committee Chair regarding the interpretation and application of Regulations
- Attend committee & League meetings as necessary
- Adhere to the committee Terms of Reference and complete assigned tasks
- Participate in sub-committee work to review matters or issues related to the game

Elite Female Provincials

- Prepare the Provincial playoff schedule for applicable Divisions/Categories
- Liaise with Elite Female Host Sites to ensure Hockey Alberta standards are met
- Act as a Hockey Alberta Representative at Provincial Tournaments as needed

Player Movement, Acceleration and Exceptions

- Support the establishment and implementation of protocol for Substitute Goaltender Requests
- Support the implementation of protocol for Elite Player Movement
- Support the process to adjudicate on Special Exceptions
- Support the process to adjudicate on Player Acceleration requests

Lead Elite Female League and Teams

- Coordinate regular communication with MHAs/Teams via phone, e-mail, and mail
- Take part in meetings to present/gather feedback as needed
- Represent the interests of the MHAs/Teams at Hockey Alberta meetings
- Liaise with committee members to oversee all League operations (finance, discipline, complaints, etc.)



DIRECTOR, FEMALE ELITE

POSITION DESCRIPTION

Support and Develop Elite 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 Elite Female Hockey

- Act as the Hockey Alberta Representative at League Playdowns, as required
- Act as the Hockey Alberta Representative at Provincial Championships and Regional / National Events, as required
- 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
- ✓ Approximately 10-20 hours per week during the season
- ✓ Monthly (or as required) Committee Meetings via conference call
- ✓ 1-2 Committee Meetings held in-person (if required)
- ✓ Attend Hockey Alberta Meetings (up to 3 in person), if required
- ✓ Attend Hockey Alberta Provincial Championships
- ✓ Preparation of Written Reports for Committee Meetings

QUALIFICATIONS & COMPETENCIES

- ✓ Familiarity with the Vision, Mission, Values, Bylaws, Regulations, Policies and Procedures of Hockey Alberta
- ✓ Keen interest and experience in hockey, specifically at the AAA and AA Female levels 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