



INFORMATION BULLETIN 22-13

July 28, 2023

Board of Directors Recruitment Notice

The Alberta Amateur Hockey Association (Hockey Alberta) is seeking qualified candidates for three (3) Director at Large positions on its Board of Directors.

[DIRECTOR AT LARGE JOB DESCRIPTION >](#)

Deadline to submit a nomination package is **AUGUST 31, 2023**.

[APPLICATION / NOMINATION FORM >](#)

Hockey Alberta is the governing body for organized amateur hockey in the Province of Alberta. The Board of Directors builds and monitors the strategy of the organization through its vision, mission, values and strategic direction. The Board operates under a Policy Governance Model and delegates operations to the Chief Executive Officer. The Board is elected by and accountable to the members of Hockey Alberta. The Board holds regular meetings, either in-person in Red Deer or via phone/ online platform.

Candidate Qualifications

The Board of Directors is focused on being a diverse group comprised of individuals with a variety of skill sets and experiences. For 2023, criteria to be considered by the Nominations Committee for each candidate include:

Skills and Experience

Industry Knowledge

- Experience with aspects of the game at various levels
- Knowledge/ experience with Membership Relations (in medium and small sized communities)

Technical Skills

- Legal expertise; or
- Fund Development and Revenue Generation for Non-Profit expertise; or
- Communications/ Marketing/ Social Media expertise.

Governance

- Experience in Advocacy – Government Relations/ Lobbying; or
- Diversity / Inclusion Strategy and Education expertise; or
- Environmental and Social Responsibility expertise.

Diversity

The Board of Directors believes in the benefits diversity brings and recognizes that diversity of thought makes prudent business sense. Having a Board composed of individuals with diverse skills, experience, backgrounds and perspectives, as well as individuals of diverse gender identity, will provide:

- competitive advantage;
- robust understanding of opportunities, issues and risks;
- inclusion of different concepts, ideas, and relationships;
- enhanced decision-making and dialogue; and
- heightened capacity for oversight of the organization and its governance.



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For purposes of Board composition, diversity includes business and industry skills and experience, gender, and ethnicity. The Board will make good use of these differences and distinctions among individuals in recruiting for the optimum composition of the Board.

Recruitment for Board members must collectively reflect the diverse nature of the business environment in which the organization operates and be made on merit, in the context of the skills, experience, independence and knowledge which the Board requires to be effective.

In addition:

- Previous experience on a not-for-profit board and knowledge of the workings of a board from a good governance perspective are preferred.
- Experience and understanding of the workings of a Provincial Sport Organization is an asset.
- Successful completion of a Criminal Record Check is required.

Process Overview

The Governance Committee of Hockey Alberta has created an external three-person Nominations Committee that includes a former Chair of the Board of Directors.

All submitted applications are reviewed by the Nominations Committee. Through the application and interview process, the Nominations Committee will prepare a list of qualified candidates to be presented to the membership for election.

Board of Director positions are elected by the Members of Hockey Alberta at the Annual General Meeting (AGM). Elected individuals will serve a term of three years.

Article 5 of the Bylaws of the Alberta Amateur Hockey Association outlines the requirements that must be met for an individual to be considered eligible to be elected to the Board of Directors.

The links below to the Hockey Alberta website provide more information on Hockey Alberta Bylaws, and the Board's Governance Model, Code of Conduct, and Conflict of Interest policy. Candidates are required to complete a conflict of interest declaration with their application.

- I. [BYLAWS AND REGULATIONS >](#)
- II. [BOARD GOVERNANCE, STRUCTURE AND POLICIES >](#)

For more information, please contact:

Rob Virgil
Nominations Committee Chair, Hockey Alberta
rcvirgil@gmail.com
780-915-2873

Rob Litwinski
CEO, Hockey Alberta
rlitwinski@hockeyalberta.ca
403-342-6777