

NAME: BOARD/DIRECTOR JOB DESCRIPTION <u>NUMBER:</u> B-2

TYPE: GOVERNANCE PROCESS APPROVED: SEPTEMBER 29, 2017

REVISED:

Relates to Bylaws: 6.1, 8.1

The Board is ultimately responsible for managing the business and affairs of Hockey Alberta subject to the laws of Canada and Alberta, the Societies Act and the Bylaws. The Board will discharge its responsibilities directly, through Board Committees, and through delegation to management and volunteers. The Board will delegate operational activities to the CEO and ensure appropriate organizational performance through the establishment of clear expectations of performance. Directors will exercise care, diligence and skill; and will act honestly and in good faith for the best interests of Hockey Alberta. The following principles guide the work of the Board.

- A. The Board will focus their work in the following areas:
 - 1. Establish and annually review the vision, mission, values and strategic directions of Hockey Alberta.
 - 2. Establish annually Board goals that guide the work of the Board for the coming year; evaluate these as part of the annual Board self-evaluation.
 - 3. Establish a climate and culture that values the skills and abilities of all Directors, encourages diversity of viewpoints, is future focused, enables the constructive engagement of all Directors, adds positive value to Members, stakeholders, and the community and fosters the work of the Board as a cohesive unit.
 - 4. Ensure the Board always speaks with one voice.
 - 5. Establish a thorough board orientation program for new and continuing Directors. Encourage Directors to participate in learning events and opportunities that will enhance their understanding of the role of Hockey Alberta and governance.
 - 6. Monitor and regularly review the Board's processes and performance at each meeting, including adherence to its policies. Conduct an annual self-evaluation of the Board and Directors, establishing goals and objectives for improvement.
 - 7. Establish clear boundaries of delegation for operations to the CEO and staff, set parameters of CEO decision making and reporting to the Board, hold the CEO accountable to provide evidence of progress in achieving the vision, mission, values and strategic plan. Approve processes, standards and metrics for the oversight of organizational performance.



- 8. Conduct an annual evaluation of the CEO based on the job description established by the Board (C-2) and any other special conditions established by Board policy or resolution.
- 9. Support the CEO by providing strategic leadership and insight to his/her work.
- 10. Connect to the membership and other stakeholders to obtain input into the work of the Board. Link and advocate to governments (municipal, provincial, federal) and other stakeholders in support of Hockey Alberta.
- B. Individual Directors will fulfill their duties in accordance with the Bylaws and all Board policies. Specifically, the policies on Code of Conduct (B-6) and Conflict of Interest (B-7) establish expectations for the manner in which Directors will conduct themselves in all matters related to Hockey Alberta.