



Alberta Hockey Hall of Fame Committee Terms of Reference

Established – May 2015

Amended – May 2024

PURPOSE

Under the direction and leadership of Hockey Alberta's Management, the Alberta Hockey Hall of Fame (AHHF) committee is a standing, operational committee of Hockey Alberta that is charged with leading the hall of fame nomination and selection process. The committee will also review AHHF processes, initiatives, and projects that celebrate and invest in Alberta's hockey history and recommend changes to enhance it. From time to time, the committee will be charged with responding to proposed changes, objectives and/ or actions that have been identified by Hockey Alberta's Management. In completing its work, the committee will work in accordance with all Hockey Alberta Bylaws, Regulations, Policies and Procedures.

GOALS AND OBJECTIVES

Goals and objectives for the committee are established on an annual basis and can be derived from the Strategic Plan, be identified by Hockey Alberta's Management, and/ or be established by the committee through an annual planning meeting. All goals and objectives will be aligned with Hockey Alberta's Vision, Mission and Strategic Direction. Specific, annual duties of the committee are:

- Proactively seek out nominations for the Alberta Hockey Hall of Fame for consideration on an annual basis;
- Review and suggest changes to the AHHF nomination, selection and induction policy on a regular basis;
- Identify, recruit, review and select candidates from the Nominations received for AHHF Induction as per established policy;
- Provide advice and guidance on the AHHF Induction event and support the event through attendance and promotion to potential sponsors and supporters;
- Provide advice and guidance on the AHHF Gallery plan;
- Provide advice and guidance on any projects or initiatives related to the celebration of Alberta's Hockey History;
- To establish sub-committees with defined purposes and ensure they are properly functioning and resourced.

DECISION MAKING / AUTHORITY

The committee is granted the authority to make decisions pertaining to the AHHF, in accordance with this Terms of Reference. Any formal decisions must be made via an official letter signed by Hockey Alberta's Management.

Determining recommendations for change must be done through proper process and consultation. Prior to submitting any recommendations, the committee must have engaged key stakeholders. The committee will either reach consensus or hold a vote of the members in attendance on each subject at hand. Confirmed committee recommendations must be submitted to Hockey Alberta's Management for review and approval.



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REPORTING

The committee operates under the authority of the President and CEO, and shall report in such a manner. Formal meetings will have notes kept and those notes will be submitted to Hockey Alberta's Management for reporting.

MEETING SCHEDULE

Meetings will be conducted in various forums, as deemed necessary. Any meeting may be conducted via video conference or in-person. The Staff Lead or Chair will call meetings a minimum of two (2) times per year.

COMPOSITION

A Staff Member will be appointed by Hockey Alberta's Management to lead the committee. All committee members will be appointed by Hockey Alberta's Management, aligning terms with each hockey season. All committee members, including the Chair, shall be appointed for two (2) year terms. An individual may only serve as the Chair of the committee for a maximum of six (6) years.

The committee shall consist of a minimum of six (6) delegates, including the following positions:

- Staff Lead
- Chair
- Members at Large (minimum of 4)

Additional Staff representatives may be appointed, in an ex-officio capacity, from time to time by Hockey Alberta's Management.