



POSITION DESCRIPTION

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| Vision: | Hockey for Life |
| Mission: | To create positive opportunities and experiences for ALL PLAYERS through innovative leadership and exceptional service. |
| Position Title: | Member Liaison |
| Accountable To: | Senior Manager, Member Development |
| Leads: | None |
| Purpose/Summary: | <p>This position plays a significant role in the pursuit of the vision and mission of Hockey Alberta as it focuses on providing quality service to the member Minor Hockey Associations of Hockey Alberta. Acting as a liaison based on Association size, this position is key in helping establish and enhance Hockey Alberta's strategic alliance with members. Not only will the Member Liaison role provide guidance and mentorship on items related to governance and day to day operations, but also support in the connection to member service structure on behalf of Minor Hockey Associations in Alberta.</p> <p>This position is appointed on an annual basis by the CEO (or designate). Five Member Liaisons will be appointed to support the following membership:</p> <ul style="list-style-type: none">• 1 Representative for Tier 2-3 Associations (500-2000 players)• 1 Representative for Tier 4 Associations (250-499 players)• 2 Representatives Tier 5 Associations (100-249 players) – North & South• 1 Representative Tier 6-7 Associations (0-99 players) |

RESPONSIBILITIES

GOVERNANCE

- Provide mentorship and guidance to MHA Executive Members
- Guide the MHA to ensure compliance with the requirements of being a Hockey Alberta member MHA and a registered non-profit organization
- Guide MHA's on Bylaw, Regulation and Policy development and amendment
- Guide MHA's with respect to meeting structure and effective / efficient meeting etiquette
- Provide the MHA's with access to tools and resources designed to share best practices and provide information

MINOR HOCKEY OPERATIONS

- Communication and collaboration with member MHA's and other stakeholders are a priority focus when sharing and gathering information about minor hockey
- Act as a spokesperson for Hockey Alberta in communicating information to the member Minor Hockey Associations
- Lead and guide the member MHA with respect to Hockey Alberta Member Standards
- Engage member MHA's in discussions that help share ideas related to growing the game
- Lead and educate MHA's on the importance of offering flexible "hockey options"



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OPERATIONAL EXCELLENCE

- Liaise with Regional Centre Consultants in order to share information and ensure alignment of goals and objectives
- Liaise with Minor Hockey Committee members to share information and ensure alignment of goals and objectives

REQUIRED TIME COMMITMENT

- ✓ Phone Calls and Emails with MHA's throughout the season
- ✓ Monthly (or as required) video calls
- ✓ 1-2 Committee Meetings held in-person (if required)
- ✓ Attend Hockey Alberta Annual General Meeting
- ✓ Attend Hockey Alberta Planning Meeting(s)

QUALIFICATIONS & COMPETENCIES

- ✓ Familiarity with the Vision, Mission, Values, Bylaws, Regulations, Policies and Procedures of Hockey Alberta
- ✓ Keen interest and experience in hockey, specifically in Minor hockey
- ✓ Current or recent experience as an LMHA Executive member
- ✓ Familiarity with and knowledge of the requirements of being a Hockey Alberta member MHA
- ✓ Familiarity with and knowledge of the requirements of registered non-profit organizations
- ✓ 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
- ✓ 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

COMPENSATION

Appointments will be in place from August 1st to July 31st annually and be entitled to the following compensation:

- ✓ \$4,000 honorarium (\$1,000 paid quarterly)
- ✓ Travel expenses related to required tasks
- ✓ Meal expenses related to required tasks
- ✓ Accommodations expenses related to required tasks