

Executive Director Job Description

The Executive Director is the key management leader of St. Albert Minor Hockey Program. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization and reports directly to the Board President with support from both VP's when directed.

The Executive Director creates effective working relationships and attends meetings with the following:

- Hockey Canada and any other governing organizations
- Board and Staff
- Executive Committee
- Partnerships
- Municipal staff
- Other applicable organizations and agencies

Responsibilities and Duties

Board Governance

Inform and implement board policy and decisions

- Act as a resource to the Board of Directors to ensure policy decisions are made in an informed and knowledge-based manner.
- Gather, interpret and articulate information to the Board about hockey trends and resources as they relate to enhancing the Board's capacity for effective communication, decision-making and long-term planning.
- Keep the Board informed (in a timely manner) of significant issues affecting the development and delivery of programs.
- Provide guidance and advice to the Board on process issues such as establishing and interpreting terms of reference, decision-making rights and accountability.
- Attend and participate in monthly board meetings, and/or Executive Board meetings as necessary.

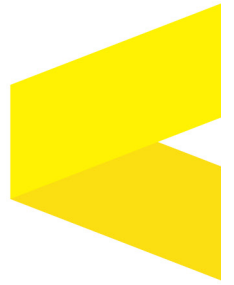


- Responsible for leading SAMHA in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Recruits new Board members in accordance with the Board Policy Manual;
- Responsible for the Annual General Meeting, communicating minutes and event details in accordance with SAMHA Bylaws;

Organization Operations, Planning & Management

Establish, maintain and advance organization's strategic relationships

- Initiate and develop relationships with external associations continually expanding and developing relationships with individuals, groups, and organizations capable of contributing to the success of the organization.
- Undertake activities within the Community that enhance the visibility of the association.
- Represents the organization on appropriate committees, network, and joint projects to ensure that the operations of the organization are appropriate.
- Develop and provide information about the goals, programs, and services of the association.
- Other job-related duties and/or special projects as required.
- Assists in developing a yearly operational plan for the organization, incorporating goals & objectives in alignment with the strategic direction of the organization.
- Leads Strategic/Business Plan development, fundraising, updating and monitoring for the present and future growth of SAMHA including developing and acquiring facilities.
- Ensures the vision and strategic direction of SAMHA is known, shared, and understood by staff and members.
- Works with board and staff to ensure that the mission is fulfilled through programs, planning and community outreach.
- Responsible effective administration of SAMHA's operations.
- Responsible for signing all notes, agreements, etc.
- Constantly striving to enhance membership numbers.
- Deals directly with Hockey Alberta and National Hockey Organizations, and Municipal Governments.
- Prepares and submit grant applications for Association & event funding.

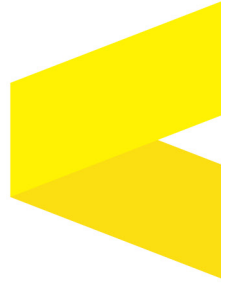


- Responsible for the enhancement of SAMHA's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Staying informed of developing trends, approaches and opportunities.
- Sits as *EX Officio* on Ad Hoc and Standing committees.
- Ensures bylaws are kept up-to-date in accordance with Alberta Registry legislation.

Program Planning

Assist with the development, plan and delivery of programs and services via board committees

- Monitor community needs and adapt to changing context within which programs are provided.
- Assists with and helps to oversee all bench staff and players are duly registered on the Hockey Canada Registry.
- Monitor and assist teams in ensuring bench staff qualifications and players are rostered correctly.
- Assist teams with operations where applicable.
- Monitor programs and services to ensure consistency with criteria established by funding sources and the mission and goals.
- Annually prepare and provide to the Board, and other applicable bodies, summary reports of programs and services, including recommendations for future improvement and change.
- Regularly obtain statistical and qualitative feedback about program and service delivery.
- Provide consultative services on by-laws, rules of operations, procedures, and conflict management.
- Oversee the planning and implementation of development programs for Athletes, Coaches & Officials.
- Ensure SAMHA is delivering programming in accordance with the Long-Term Athlete Development model.
- Enhance and develop grassroots programming in partnership with the Development Director.
- Sit as Ex Officio on the Development Committee.



Human Resources

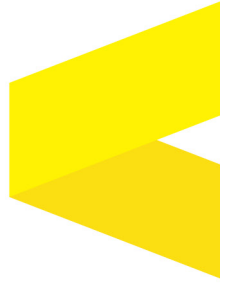
Manage Staff

- Works closely with HR Committee with the overall management of internal staff
- Recruit, select, schedule, orient, trains and evaluate staff.
- Ensure appropriate staffing consistent within the constraints of the organization's physical and financial resources.
- Develop and maintain appropriate job descriptions for all staff.
 - Responsible for identification of roles that may need to be filled within the organization.
 - Creates a performance matrix and ensuring the Human Resource best practices are followed in accordance with Alberta law.
 - Responsible for volunteer recognition for key members of the association and Board.

Accounting / Financial Performance and Viability

Monitors and oversees financial management of the organization

- Works closely with the Board Treasurer and Board Finance Committee with the overall financial management of the association.
- Responsible for the fiscal integrity of SAMHA, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Identify, prioritize, and provide advice and counsel to aid the Board in assessing potential fund-raising, sponsorship, grant, and advertising opportunities.
- Maintain relationships with funding sources and prepare funding proposals.
 - Work with the organizations accounting firm on the annual audit, ensuring accounting best practices are followed.
 - Develops resources sufficient to ensure the financial health of the organization.
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - Responsible for fundraising and developing other resources necessary to support SAMHA's mission.



Marketing

Monitor and oversee marketing for the organization

- Oversee all aspects of the Communications & Events.
 - Oversee media relations and management.
 - Oversee the SAMHA website.
 - Oversee the SAMHA social media platforms (Facebook, Twitter, Instagram, etc).
 - Oversee and promote sponsorship agreements and relationships.
 - Identify new properties and find new sponsors to fill them.
 - Maintain and build relationships with fellow sport organizations & potential partners.
 - Oversee SAMHA logo standards and placements.
 - Sit as Ex Officio on any Event Committees that may be developed for SAMHA events.
 - Oversee all major SAMHA events.

Media Relations

Monitor and oversee media relations for the organization

- Primary point of contact for all media and public affairs related outreach and inquiries for SAMHA and their athletes and coaches.
- Write and edit news and other forms of editorial including features and profiles.
- Post distribute and pitch stories to the media.
- Build, monitor and manage media and constituent/influencer/member lists.
- Perform press officer duties for SAMHA events, including SAMHA sponsored tournaments.
- Produce targeted digital newsletters on behalf of SAMHA.
- Work with contractors and services for enhanced coverage at SAMHA events.
- Create communications in support of SAMHA and donor related outreach.