

St. Albert Minor Hockey Association

Job Title: Director at Large

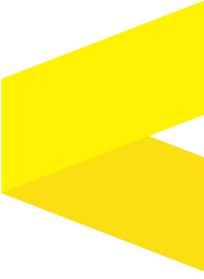
PURPOSE

To assist in the hockey operations of the St. Albert Minor Hockey Association.

All materials and information prepared by the incumbent while carrying out his/her duties remains the property of the St. Albert Minor Hockey Association.

RESPONSIBILITIES GENERAL DUTIES

- Act as resource for parents, coaches and players within the assigned division(s)
- Recruit and support Division Manager
- Coordinate and liaise with other appropriate director(s) or members to ensure the smooth operation of all divisions
- Participate on committees of the Board
- Attend SAMHA games and events when possible
- Attend monthly board meetings and special meetings if required
- Carry out other duties as assigned by the HOC VP
- Make informed decisions based on the documents under which the SAMHA operates, including its Bylaws, mission, values, codes of conduct, and policies; support the objectives of the Association
- Forward formal complaints or requests related to Board Members, Coaches, Players, and/or parents to the ADMIN VP
- Volunteer and support various association events



PLAYER EVALUATIONS

- Work with Division Manager and Hockey Operations Committee Chair to coordinate the volunteer scheduling as provided by the Evaluation Director
- Consistently ensure compliance with SAMHA Policies
- Act in a confidential manner ensuring the integrity of the evaluations process
- Be visible and accessible throughout the process to answer general questions from parents and player
- Communicate the process and skate times with the players and/or parent/guardians in a timely manner
- Responsible for notification of injured, absent or late players to the Evaluation Director
- Ensure that all necessary equipment including pucks, pylons, clip boards and other on- ice equipment are present for the beginning of each session and in good, working condition
- Assign and work with Check-in Desk/Jersey Coordinator for your division

QUALIFICATIONS

Member in good standing with the SAMHA Association; meet the qualifications outlined in Qualifications of Directors, bylaw 2.12

Any person nominated for a position must be:

- a) A Member in good standing under article 2.02 with the exception of 2.02 e*
- b) Must not have been found to be of unsound mind by a Court in Canada or elsewhere;*



- c) Can provide a police check confirmation acceptable to the Board of Directors*
- d) Resides within St Albert Minor Hockey Association boundary map, as defined by Hockey Alberta*
- e) Shall not have any current sanctions/discipline against them*
- f) Any nomination that does not meet the above criteria must go through the current board for approval*

Familiarity with hockey operations procedures and basic hockey principles

SKILLS AND ABILITIES

Criteria to be considered by the Nominations Committee for each candidate include:

- Experience collaborating with large groups and works effectively with others
- Comfortable and knowledgeable working in an MS-based environment (i.e. Teams, Word, Excel, Outlook)
- Prior minor sports volunteer experience
- Conflict resolution skills
- Ability to exercise discretion, good judgement and solid decision making
- Strong interpersonal skills are needed to interact with staff, coaches, parents, players