



HOCKEY CALGARY

## Director at Large, Minor Hockey Association Calgary (Hockey Calgary), Board of Directors

Responsibility: As a Director-at-Large for Hockey Calgary, you will be expected to demonstrate a commitment to the organization consistent with its vision and mission as well as your fiduciary duty as a volunteer Director with a not-for-profit organization.

Our Vision Is...



To be the Benchmark of Sports Associations... Providing leadership, life skills, and development of our members for the enjoyment and success of all

Our Mission Is...



To provide a safe, fun, fair environment for all by building strong partnerships through shared leadership and support with our member organizations.

**Term:** To be elected by a majority vote at the Annual General Meeting (June) for a two year term

### **As a volunteer Director with the Board of Directors, you will be expected to**

- Attend Board meetings regularly
- Declare any and all potential conflicts of interest to the Board and sign a declaration to that effect
- Respect the confidentiality of information and documents required for governance
- Familiarize yourself with the Hockey Calgary Vision, Mission, Core Values, and Bylaws and work within those parameters
- Familiarize yourself with the Board's Strategic Plan and make contributions that further the goals of the Strategic Plan
- Commit adequate time to prepare and attend meetings
- Disclose any information that is deemed pertinent to Board discussion
- Communicate with respect at all times when interacting with all Hockey Calgary volunteers, staff, and members
- Participate in Board education opportunities, as they arise

### **You will be asked to:**

- Use your skills, knowledge and expertise to actively contribute to Board discussion
- Participate on committees that enhance the work of the Board as a whole

- Exercise due diligence – in other words - make all decisions based on knowledge and fact
- Support the officers of the Board (Chair, Vice-Chair, Past-Chair, Secretary, Treasurer and Registrar)
- Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff
- Monitor all Board policies
- Review bylaws and policy manual, and recommend bylaw changes to the membership
- Review the Board's structure, approve changes, and prepare necessary bylaw amendments
- Participate in the development of Hockey Calgary's organizational plan and annual review
- Approve the budget for Hockey Calgary on an annual basis
- Approve the hiring and release of the Executive Director, including the Executive Director's employment contract, based on the recommendation of the Compensation Committee
- Support and participate in evaluating the Executive Director
- Assist in developing and maintaining positive relations among the Board, committees, staff members, and the community to enhance the mission and vision of Hockey Calgary
- Support decisions ratified by the Board in your presence or absence.

**As a Director you will be expected to demonstrate the following characteristics and abilities:**

- Collaborative leadership style that is capable of building consensus amid differing perspectives
- A strong sense of ethics and integrity
- A sense of accountability
- Willingness to learn
- Strategic thinking
- Strong communication and conflict resolution skills
- Leadership experience
- Hockey experience – either direct or indirect
- Passion and enthusiasm for the position
- Ability to manage multiple priorities
- Ability to commit to the role

**As a Director your time commitment is expected to include:**

- Attendance at and preparation for the meetings of the Board of Directors which include the Hockey Alberta Annual General Meeting (June), the Hockey Calgary Annual General Meeting (June), the Fall General Members Meeting (October), and various board meetings throughout the year (usually September, December, February and May) as required
- Willingness and availability to participate in committee meetings
- Attendance at various marketing events
- Possible periodic attendance at various meetings of the operational groups of Hockey Calgary (President's Council for example) to develop relationships and ensure strong communication



The Nominations Committee annually reviews the Board Member Role Descriptions and recommended changes will be presented to the Board.

Approved by the Board of Directors

Approval Date: May 8, 2013