



POSITION DESCRIPTION

Position Title: President

Member of: Executive Committee

Accountable to: SMHA Membership

Supports: Executive Committee & Board of Directors

Term: 2 Years (Elected at AGM in even numbered years: 2024, 2026, etc.)

Purpose / Summary: Provides leadership and direction to Stettler Minor Hockey Association (SMHA), working collaboratively with the Executive Committee and Board of Directors to support the successful operation of SMHA.

KEY RESPONSIBILITIES

- Provide leadership and oversight to support the effective operation of SMHA.
- Serve as the primary representative of SMHA within the community and with external organizations, including Hockey Alberta, Hockey Canada, leagues, and other minor hockey associations.
- Call, chair, and prepare agendas for meetings of the Executive Committee, Board of Directors and membership.
- Help ensure the Association operates in accordance with SMHA bylaws, policies and governing body regulations.
- Provide updates and information to the Executive and Board on matters affecting the Association.
- Delegate responsibilities and establish committees or working groups as needed to support Association operations.
- Support Executive members and assist with responsibilities during absences or vacancies.
- In conjunction with the Registrar or designated officer, approve official player documentation including transfers, releases, affiliations, overage requests, etc.
- Implement disciplinary processes and decisions in accordance with SMHA policies and procedures.
- Serve as an ex-officio voting member on committees and exercise a tie-breaking vote when chairing meetings, as required.
- Act as one of the authorized signing officers of the Association.

REQUIRED TIME COMMITMENT

- Time commitment varies throughout the year, with peak involvement from September to November and January to March.
- Attend all monthly SMHA Executive and Board meetings.
- Attend additional meetings related to planning, operations, discipline or urgent Association matters as required.
- Attend Hockey Alberta and Central Alberta Selects (CAS) AA Meetings, or appoint a designate.

QUALIFICATIONS & COMPETENCIES

- Strong communication and organizational skills.
- Comfort facilitating meetings and speaking with groups.
- Ability to work collaboratively with volunteers, families and community stakeholders.
- Knowledge of SMHA operations and familiarity with Hockey Alberta and Hockey Canada programming is considered an asset.
- Basic computer proficiency, including email, Word and Excel.
- Reliable access to a computer and internet connection.
- Prior leadership, management or board experience is beneficial.
- Preference is given to candidates with 2 or more years experience serving on the SMHA Board of Directors, where possible.