



POSITION DESCRIPTION

Position Title:	Vice-President, Development
Accountable To:	President
Leads:	Ice Allocator, Equipment Director in Development tools, communicates development plan for U7 Director, U9 Director, U11 Director, U13 Director, U15 Director, U18 Director, Female Director
Term:	2 Years (Even Numbered Year Elections During AGM)
Purpose/Summary:	Oversees the area of development (Player, Coach and Official) on behalf of the Board of Directors and recommends policy related to same.

RESPONSIBILITIES

1. Attends all Board of Directors meeting and Executive Committee meetings.
2. If appointed by the President, shall perform the duties of the President in his/her absence.
3. Is responsible for the following areas: Player Development, Coaching Development, and Officials.
4. Coordinate appropriate coaching development clinics in conjunction with Hockey Alberta.
5. Books meeting rooms and ice times as required for these clinics.
6. Works with Registrar to ensure coaches have appropriate coaching certification for season met and provide supervision as required.
7. Oversees seasonal development plan at Coach/Manager meeting at the beginning of the season
8. Establishes appropriate programs for development of players, such as power skating, goaltending, etc. throughout the year and specifically during the month of September prior to season start.
9. Works in conjunction with VP Operations in establishing the on-ice activities for team selections
10. Oversees U7 and U9 development programming and appointed on-ice leadership to ensure program is being delivered as per Hockey Alberta Intro to Hockey policy.
11. Leads annual coach evaluation process
 - Determines feedback mechanism (i.e. survey). and ensure it is communicated.
 - Reviews all feedback received and reports to executive.
 - Meet with coaches as a result of feedback when required.
12. Make recommendations to executive and board regarding development policy.

REQUIRED TIME COMMITMENT

- Peak times for position are September and October when development programs are being ran in addition to coach clinics, etc. but averaging 2-3 hours per week normally throughout the rest of the year.
- Attend all SMHA executive/ Board meetings once per month.
- Assist with preparation on weekends when SMHA is hosting clinics.
- Attend Hockey Alberta MHA Development Seminars and Hockey Alberta AGM, if required.

QUALIFICATIONS & COMPETENCIES

- Must have valid driver's license.
- Communication skills.
- Computer skills (word, excel, power point).
- Understanding of concepts related to Player Development (LTPD), Coach and Referee Development.
- Knowledge of Hockey Alberta and Hockey Canada programming as it relates to development including coach certification and player development opportunities.
- Be comfortable speaking in front of large groups of people.
- Ability to go on-ice and deliver on-ice programming effectively as required.
- Openness to new ideas, suggestions and feedback.
- Organizational skills.
- Willing to work hand in hand with others.