



Committee Roles

The following document outlines the various positions and the responsibilities required to fill them.

Committee positions available include:

- President
- Vice President
- Treasurer
- Secretary
- Development Officer
- Committee Member 1
- Committee Member 2

Other roles available include:

- Social Media
- Records Officer
- Equipment Officer
- Event/Social Organiser
- Fundraising Organiser
- Sponsorship/Grants Officer
- Senior Club Umpiring Coordinator

If you wish to nominate yourself or another, you will find an online nomination form located on the clubs website (www.maristhockeyclub.com) under 'Forms' or click the link below:

<https://www.maristhockeyclub.com/committeenominationform.html>

If you have any issues or concerns, please contact the club.

PRESIDENT

The President shall:

- Hold the position for a minimum of 2 years.
- Represent the club at association level and vote on behalf of the Club as required.
- Act as Chair of the Management Committee and at all other relevant Meetings of the Membership.
- Exercise general supervision of the club in accordance with by the by-laws as amended from time to time and any other relevant policies adopted by the Management Committee.
- Report regularly to the Management committee on matters of interest.
- Delegate tasks as necessary.
- Provide leadership, direction and vision in consultation and with input from the Management Committee and membership.
- Establish by season commencement each year the operating and strategic objectives of the club.
- Have the authority to assume or delegate the duties of any member that is unable to perform their role.
- Appoint sub-committees and shall be empowered to call meetings of these sub-committees at their discretion.
- Implement disciplinary action as determined by the Management Committee or as provided for under the By-laws.
- Be the official signatory of all official Club correspondence and one of the financial authorities on the Club accounts.

VICE PRESIDENT

The Vice President shall:

- Assume the duties of the President in the absence of or on request of the President;
- Shall Assume responsibility for the management of the Senior Members of the Club as defined in the constitution.
- Implement the relevant sections of the By-laws that govern the day to day running of the Club and in particular the conduct of its members. Advise the Management Committee when any breaches have occurred.
- Be available to assist any member of the Management Committee which may require assistance in the completion of his or her responsibilities.
- Be the official signatory of all official Club correspondence in the absence of the President and one of the financial authorities on the Club accounts.
- Carry out duties as assigned by the Management Committee or the President.
- Have aspirations to be voted in and sit on the Southwest and Association Level Committees.

TREASURER

The Treasurer shall:

- Ensure adherence to and implementation of any financial Policies endorsed by the Management Committee.
- Ensure the submission of the books of account to the Auditor of the Management Committee at the end of the financial year.
- Present a Report of the Auditor from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting.
- Evaluate, review and recommend financial policy to the Management Committee.
- Provide a proposed operating budget at the beginning of each financial year.
- At each Management committee Meeting provide a written comparison of actual expenditure and actual revenue with a proposed operating budget.
- Keep accurate records and accounts of Marist Hockey Club receipts and reimbursements in proper books of account.
- Develop procedures for the deposit of all monies in the name of and to the credit of Marist Hockey Club in such bank as may be designated by the Management committee.
- To be one of the financial authorities on club accounts.
- Be responsible to the Management Committee for ensuring that the Club has proper insurance coverage and that said coverage is renewed prior to the hockey season if required.
- Inform the Management Committee, at each meeting of the Executive, of any member who is not a member in good standing because of an outstanding financial debt to the Club after the date set by Management Committee.
- Carry out duties assigned by the Management Committee or the President.

SECRETARY

The Secretary shall:

- Record or delegate the recording of the minutes of General Meetings of the Membership and Management Committee Meetings and ensure that the Club records are regularly and properly kept, and all business is conducted in accordance with any applicable By-Laws and the Policies and procedures established by the Management Committee.
- Ensure the proper custody of the Club minutes and resolutions and other records and documents.
- Be responsible for receiving and distributing all correspondence received or sent by the Association and all communications within the Club.
- Recommend policy to the Management Committee regarding internal and external communications of the Club unless specifically noted elsewhere.
- Maintain evidence that all necessary and appropriate insurance has been purchased.
- Distribute minutes of the Management Committee meetings within 10 days of the meeting and give notice of such a meeting to Club members as required.
- Responsible for determining storage criteria of correspondence and records.
- Carry out duties as assigned by the Management Committee or the President.
- Appoint sub-committees and shall be empowered to call meetings of these sub-committees at their discretion.
- Delegate the following roles as required from year to year and ensure reporting of said roles to the Management Committee:
 - Social Media
 - Records Officer
 - Equipment/property Officer
 - Events/Social
 - Fundraising
 - Sponsorship/Grant Officer
 - Senior Club Umpiring Coordinator

Development Officer

The Development Officer shall:

- Assume responsibility of the Junior Members as defined in the constitution and the running of the junior divisions.
- Be responsible for creating a development strategy and specific programs to implement this strategy for our playing Members.
- Have the right to be a member on the Coach Selection Committee for all divisions including juniors and seniors to ensure that the selection reflects the strategic direction of the Club.
- Have the authority to suspend any member of the Coaching Staff as deemed necessary until a meeting of the Management Committee has been convened to discuss the matter of the suspension.
- Ensure the strategic direction of the programs conform to the broader strategies and objectives of the Club.
- Carry out other duties as assigned by the Management Committee or the President.
- Appoint sub-committees and shall be empowered to call meetings of these sub-committees at their discretion.
- Perform or delegate the following roles and ensure reporting of said roles to the Management Committee:
 - Umpiring Development Juniors
 - Umpiring Development Juniors into Seniors
 - Juniors Playing Seniors
 - Aspiring state players
 - New player recruitment

****Note these roles will be further described after the AGM with appointment of the 2019 season management committee.**

Committee Member 1

Carry out duties as assigned by the Management Committee or the President for that particular year.

Committee Member 2

Carry out duties as assigned by the Management Committee or the President for that particular year.

The following roles are ones that the club has identified as being important in the efficient running of the club, they may change from year to year depending on the club's objectives and strategic plans:

Social Media

- Are you a social media savvy person? The following are expectations of the club to undertake this role:
- Be responsible for the continued updates of the club's website, Facebook, Instagram or other social media platforms including monitoring content and profiles accessing the platforms.
- Be available at various Junior and Senior games and social events throughout the year to keep club information and photography up to date.
- Consult with the Secretary on club announcements throughout the year.
- Prepare a report to the Secretary when required for Management meetings.

Records Officer

- Are efficient in excel and have reasonable computer skills? The following are expectations of the club to undertake this role:
- Be in consultation with the Bunbury Hockey Association on regular basis to ensure club playing records are kept up to date.
- Consult with social media person for website information on club/player achievements throughout the season.
- Have all records up to date at the end of the playing season in preparation of the end of year windup.
- Consult with the Secretary on award winners for end of year windup.
- Prepare a report to the Secretary when required for Management meetings.

Equipment/Property officer

- Do love to be organised? The following are expectations of the club to undertake this role:
- Do a full inventory before the commencement of each playing season of club uniforms, equipment and property.
- Record all inventory on a database including recording which equipment has been issued to the relevant members of the Club.
- Report any equipment that needs replacing to the Secretary.
- Organise the club current storage area for ease of use.
- Prepare a report to the Secretary when required for Management meetings.

Event/Social Organiser

- Do you love a good time and are you organised? The following are expectations of the club to undertake this role:
- Propose an events calendar at the start of the playing season once fixtures are finalised.
- Consult with the fundraising coordinator for such events in the season.
- Represent the club in a professional manner when consulting with various vendors for the event proposed
- Organise the end of year windup
- Consult with the Treasurer regarding funding when required.
- Provide a profit and loss of each event for reconciliation by the Treasurer.
- Prepare a report to the Secretary when required for Management meetings.

Fundraising Organiser

- Do you have a keen eye for unique fundraising ideas? The following are expectations of the club to undertake this role:
- Propose to the Secretary fundraising ideas for the season.
- Consult with the Events/Social organiser so events do not clash
- Represent the club in a professional manner when consulting with various vendors for the fundraising.
- Consult with the Treasurer regarding funding when required.
- Provide a profit and loss of each fundraiser for reconciliation by Treasurer.
- Prepare a report to the Secretary when required for Management meetings.

Sponsorship/Grants Officer

- Are you articulate with writing letters and sourcing grants or potential club sponsors? The following are expectations of the club to undertake this role:
- Be able to internet research community and government grants on a regular basis.
- Apply on the club's behalf for said grants.
- Prepare sponsorship packages and approach potential business for sponsorship in a formal and professional manner.
- Prepare a report to the Secretary when required for Management meetings.
- Consult with the President and Treasurer as required.

Senior Club Umpiring Coordinator

- Are you organised? Do you know the hockey rules? The following are expectations of the club to undertake this role.
- Source a database of persons that are prepared to umpire seniors throughout the season
- Consult with Bunbury Hockey for umpiring requirements throughout the season
- Prepare a roster system for umpiring duties of the club
- Ensure the club provides quality umpires, if need consult with the development officer for training of said umpires
- Send weekly spreadsheet to Treasurer for payment of said umpires.
- Obtain direct bank details for all umpires for treasurer.