



## **St Patrick's Hockey Club**

# **Roles and Responsibilities of Office Bearers and Committee Members**

## Contents

Contents.....	2
Overview and Purpose.....	3
General Expectations.....	3
President.....	4
Secretary.....	4
Treasurer.....	5
Vice President.....	6
Competition Coordinator.....	7
Registrar.....	8
HookIn2 Hockey Coordinator.....	8
Document History and Review.....	8

## Overview and Purpose

The purpose of this document is to outline the Roles and Responsibilities of the St Patrick' Hockey Club (the Club) Office Bearers and Committee Members, in accordance with the St Patrick's Hockey Club's Constitution (the Constitution) and the current needs of the Club.

The key responsibilities for each of the following positions are outlined in this document:

- President – Executive member
- Secretary – Executive member
- Treasurer – Executive member
- Vice President/s
- Competition Coordinator – Mens, Womens, Juniors, Indoor
- Hookin2Hockey Coordinator, and
- Registrar.

As there are several roles to fill, with levels of time & effort required, additional personnel may be appointed to support the Office Bearer/Committee Member to fulfill each role. Alternately duties may be shared across a Committee, particularly in periods of high tempo or where reform is being implemented. This can only occur with the authorisation of the Club Executive. A Terms of Reference document may be created to guide the role and responsibilities of the Committee.

## General Expectations

All Office Bearer/Committee Members are required to:

- Perform the responsibilities of their position in an open and professional manner;
- Report and record all relevant artefacts (i.e complaints, decisions) as an official records on the Club's google drive;
- Perform their role in a manner consistent with the Club values;
- Comply with the Hockey Australia (HA) Code of Conduct and report breaches of the Code by members to the Club Executive;
- Support other Office Bearers and Committee Members as required;
- Role model appropriate behaviour and not bring the Club into disrepute;
- Be familiar with and adhere to Club and relevant HA policies and Hockey ACT (HACT) rules and policies;
- Represent the Club in a positive manner when engaging in hockey activities and lobby for its benefit with HACT;
- Raise matters of concern regarding their or other functions with the Club Executive

- Attend and contribute to regular committee meetings
- Communicate with the broader Club's membership where appropriate
- Maintain the confidentiality of all matters relating to the Club including committee deliberations;
- Provide contributions towards a report for the AGM, if requested; and
- Not make any financial commitments on behalf of the Club without the Executive's approval

## President

The role of the President is to ensure the Club meets its responsibilities, achieves its objectives, operates in accordance with the principles of good governance, is accountable and transparent and remains sustainable. The President is supported by the Club Executive, Club Committee members, Office Bearers and sub-committees as well as coaches, managers and other team officials. The President will work closely with the Club Executive and foster positive relationships with members, HACT personnel and the broader hockey community.

### Responsibilities

- Ensure all duties, expectations and responsibilities as outlined in the Constitution are fulfilled;
- Generate a Club culture that reflects the Club's values;
- Provide leadership, direction and guidance to the Club Executive and broader Committee and generate and model a collaborative and cooperative working environment;
- Ensure the Club fulfills all responsibilities - required by HACT, HA, ACT Government and as required under relevant legislation;
- Lead the development of an effective Club Strategic Plan, which includes stated objectives and goals, and ensure that the Plan is implemented and reviewed regularly;
- Lead the effective financial management of the Club and ensure that financial statements are annually audited;
- Possess a thorough working knowledge and understanding of relevant codes, policies and procedures developed by HA and HACT;
- Coordinate the development and approval by the Executive of Club policies and procedures by delegating responsibility to the appropriate individual where appropriate and ensure that the Club monitors and enforces member compliance;
- Manage all Club activities and initiatives with the support of the Executive, Committee and team officials;
- Ensure all complaints, grievances and concerns are managed appropriately and in accordance with the St Patrick's Constitution, HACT and HA policies or relevant procedures; and
- Foster and maintain a cooperative relationship with HACT and represent the Club at relevant hockey and sporting meetings and events.

The President should have the following desirable attributes:

- Understanding of good governance standards and legal responsibilities that apply to not-for-profit organisations, and a strong desire to fulfill club responsibilities;
- Strong communication skills and ability to build positive relationships with others;
- Strong strategic thinking skills and ability to future plan; and
- Good organisational skills and attention to detail.

## Secretary

The role of the Secretary is to assist the President to ensure the Club meets its responsibilities, achieves its objectives, operates in accordance with the principles of good governance and remains sustainable. The Secretary does this in part by overseeing a range of administrative and communication duties. The Secretary will work closely with the Club Executive and strives to foster positive relationships with members, HACT personnel and the broader hockey community.

An Assistant Secretary may be appointed to assist the Secretary fulfill their duties.

## **Responsibilities**

- As a member of the Club Executive, assist the President with management of the Club;
- Ensure all duties, expectations and responsibilities outlined in the Constitution that are assigned to the Secretary are fulfilled;
- Organise Committee, General and Annual General Meetings including room bookings, producing and disseminating agendas and minutes, and collating committee reports;
- Follow up progress on meeting action items;
- Maintain the Club Committee and Club Officials contact lists;
- Generate a Club Annual Report;
- Oversee the Club's use of information communication technology and social media;
- Responsibility for the administration, content and control of the Club's webpage and RevolutioniseSPORT database
- Be familiar with all current club documents and ensure accurate and sufficient documentation exists to meet legal requirements;
- Manage all current and historical club records, policies and procedures, registers and club correspondence;
- Monitor the club email address, triaging, responding or forwarding on enquiries for action;
- Maintain a Register of Working with Vulnerable People and copies of valid WWVP cards for all relevant personnel;
- Be the point of contact for complaints or grievances, and work to resolve these (either personally or by delegation/assignment to suitable people);
- Liaise with other Committee members to support them in their roles as necessary;
- If an Assistant Secretary is appointed, allocate suitable duties to them and supervise their performance of these duties; and
- Perform the role of Public Officer.

The Secretary should have the following desirable attributes:

- Strong communication skills, particularly written communication;
- Strong administrative and time management skills;
- Ability to maintain records and manage club documentation; and
- Strong organisational skills and attention to detail

## **Treasurer**

The role of the Treasurer is to assist the President so that the Club meets its responsibilities, achieves its objectives, operates in accordance with the principles of good governance and remains sustainable. The Treasurer does this by overseeing a range of budgeting and financial management duties. The Treasurer will work closely with the Club Executive and strives to maintain positive relationships with members, HACT personnel and the broader hockey community.

An Assistant Treasurer may be appointed to assist the Treasurer fulfill their duties.

## **Responsibilities**

- Ensure all duties, expectations and responsibilities outlined in the Constitution that are assigned to the Treasurer are fulfilled;
- Be the point of contact for all matters relating to fees, accounts receivable and payable and club finances;

- Control and manage the Club's finances and accounts;
- Prepare an annual budget and track club expenditure against the budget;
- Prepare annual financial accounts for auditing and present to the Club's Executive prior to the AGM;
- Provide regular advice to the Committee on the management of club finances, including cash flow and provide updates on payments of membership fees and payment plans;
- Ensure all members are invoiced for fees/uniform items/merchandise/events/etc. and reconcile with club accounts;
- Issue receipts for all cash payments received and promptly deposit all monies received into the Club's designated bank account;
- Organise payments for umpires and coaches;
- Ensure all income and expenditure is recorded in the Club's accounting package and is accurate and up to date;
- Be an approved signatory on the Club bank account;
- Prepare monthly bank account reconciliations;
- Monitor creditors and ensure supplier invoices are paid in a timely manner;
- Follow up debtors for money owed to the club and initiate debt collection where appropriate;
- Ensure safe keeping of the Club's Mobile EFTPOS Machine;
- If an Assistant Treasurer is appointed, allocate suitable duties to them and supervise their performance of these duties; and
- Liaise with other Committee members to support them in their roles as necessary.

The Treasurer should have the following desirable attributes:

- Bookkeeping and budgeting skills and awareness of accounting principles;
- Good computer skills;
- Experience with using Quickbooks or another similar accounting software package;
- Good organisational skills and ability to maintain accurate records; and
- Attention to detail.

## Vice President

(Note that between 1 and 10 Vice Presidents may be voted in)

The role of the Vice President/s is to contribute to the effective, efficient and successful running of the Club, by providing overall leadership for the Club and the Committee as it relates to their elected function. The Vice President will work closely with the other members of the Club Executive and foster positive relationships with others. In the event the President becomes unavailable, the Vice President may be required to fulfill the obligations of the President in accordance with the Constitution.

### Responsibilities

In relation to the relevant function of the Club:

- Provide leadership and support to Committee members and Club members;
- Contribute constructively to club meetings and attend the AGM;
- Support the Club's strategy and future planning;
- Liaise on strategic and high-level operational matters with
  - HACT;
  - the Club committee;
  - Other clubs (hockey or other sports); and
  - Other organisations or bodies

by:

- Overseeing key submissions;
- Attending relevant meetings and representing the interests of the Club; and
- performing other duties as requested by the President.
- If requested, assist with the player selection process, in accordance with the Player Selections and Grading Policy and Process;
- Support the Executive on any disciplinary action as a result of complaints, grievances and concerns;
- If requested, support players facing disciplinary issues with HACT;
- Represent the Club at identified meetings, functions and events; and
- Perform other duties as requested by the Executive.

## Competition Coordinator

(Note that one or more Competitions Coordinator may be appointed)

The role of each Competition Coordinator is to coordinate and organise all aspects and requirements related to their appointed competition (senior mens, senior womens, indoor or juniors). Competition Coordinators must also assist and support team officials (including coaches, managers, etc) to ensure that they can successfully perform their role and provide information to players. In the absence of a Registrar, the Competition Coordinator will also perform the role of the Registrar. The Competition Coordinator will work closely with the other members of the Club Executive and should foster positive relationships within and outside of the Club.

### Responsibilities

- Coordinate all aspects of the relevant hockey competition, including:
  - pre-season and grading/selections;
  - training arrangements/schedules and requirements;
  - registering players in teams using RevolutioniseSPORT;
  - updates throughout the season;
  - Club events and activities; and
  - end of season celebrations and activities.
- Provide accurate and timely information to relevant St Pat's team officials and players on all aspects relating to the hockey competition and to HACT;
- Provide guidance and support to team officials so they work cooperatively and perform their role successfully;
- Be a point of contact for the club with:
  - HACT;
  - Club Committee members;
  - Club team officials and players; and
  - Others clubs;
- Attend relevant meetings including the AGM and represent the interests of the Club;
- Support the Club's strategy and future planning;
- Contribute to submissions and nominations;
- Discharge the obligations that apply to the Competitions Coordinator under the Player Selection and Grading Policy;
- Provide support to Club committee members handling disciplinary matters as a result of complaints, grievances or concerns raised;

- With the Vice President, if requested assist players facing disciplinary issues with HACT;
- Oversee the governance and use of RevolutioniseSPORT by members, coaches and managers; and
- Perform other duties as requested by the Executive.

## Registrar

(Note that one or more Registrars may be appointed)

The Registrar oversees and coordinates the registration of players, ensuring they are correctly registered in the RevolutioniseSPORT system. The Registrar will maintain accurate lists of all teams, players, coaches and managers. They will work closely with their Competitions Coordinator and with team officials. The Registrar should have good planning and organisational skills and an ability to communicate with a wide range of people.

### Responsibilities

- Plan and manage the registration process for teams for the outdoor season;
- Be the primary point of contact for returning, potential and new players;
- Assist team officials with entering team lists and results into the RevolutioniseSPORT system and monitor to ensure club is meeting HACT requirements and deadlines; and
- Ensure relevant information in regard to registrations is sent to team officials and players.

## HookIn2Hockey Coordinator

The HookIn2Hockey Coordinator will manage the Clubs HookIn2Hockey program and is required to attend the HookIn2Hockey facility (or delegate the responsibility if unable to attend) each Saturday morning to ensure the smooth running of the program.

### Responsibilities

- Establish and maintain the HookIn2Hockey portal in RevolutioniseSPORT;
- Co-ordinate appropriately skilled coaches for weekly sessions;
- Correspond with parents/players;
- Order and distribute uniforms;
- Organise the Club's participation at HACT carnivals;
- Work with HACT to increase participation in the HookIn2Hockey program by attending fetes, come and try days etc.;
- Provide coaches payment information to Treasurer at the end of the season; and
- Liaise with other Clubs to schedule interclub games if appropriate.

## Document History and Review

	Date	Purpose of Original document / Review
Original document	2018	Outline the roles and responsibilities of the junior committee members and office bearers
Review date and purpose	8/1/2024	Outline the roles and responsibilities of Club committee members and office bearers
Date endorsed	19/2/2024	
Next review	19/2/2025	