

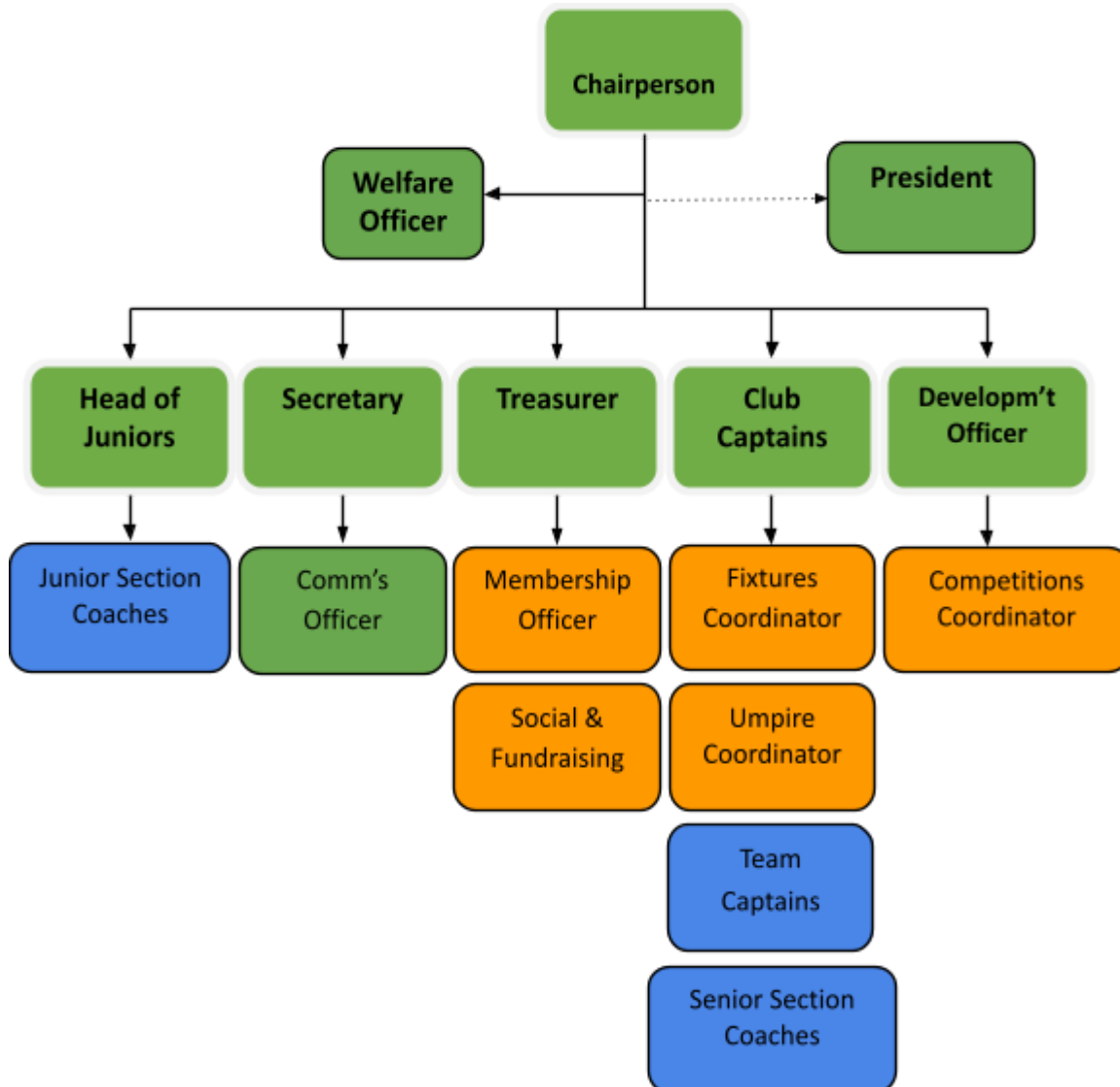


Newark HC – Club Structure & Job Descriptions



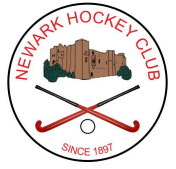
Club Structure and Reporting Pathway

The club is organised and run by the Committee, appointed by the club membership at the Annual General Meeting. The Core Committee meets monthly – all with voting rights (Except President), as set down by the club's constitution. The Full Committee – which includes all officers of the club may attend committee meetings by request or invitation.



Green denotes Core Committee, Orange denotes wider committee, Blue denotes non-committee

positions





Role Outline:
President

The role of the President is to act as an ambassador for the club and to support the Chairperson, and the rest of the Committee, for the benefit of the whole club. Whilst the position is mainly ceremonial, they advise, influence and support the committee to keep focus and support structure. Their ultimate responsibility is to support decision making by the committee for the whole benefit of the whole club.

Responsible to: The Membership	Responsible for: None
--	---------------------------------

Main Duties	Skills Required
<ul style="list-style-type: none"> ● Support the Chair to ensure committee meetings and Annual General Meetings are run smoothly ● Ensure that committee members are aware of their roles and responsibilities ● Act as the ambassador and/or spokesperson for the organisation ● May be called upon to act as mediator ● Make relevant links between the Club and the local community to support the aims of the club ● Attend End of Season Presentations to provide ceremonial duties 	<ul style="list-style-type: none"> ● Confident and Effective communicator ● Great organisation skills ● An understanding of the Business & Development Plan, governance and standing orders ● Ability and knowledge to act as spokesperson for your organisation ● Unbiased and impartial ● Knowledgeable on equity issues

The Commitment we are looking for

Meetings are held monthly. In addition, the AGM is held in April each year. The term of office is 1 year, starting on the day after the AGM. You may need your own IT equipment.

Our Commitment to you

We pay any expenses if applicable. Where possible, mentoring and/or training will be made available.



Role Outline:

Chairperson

The role of the Chairperson is to oversee the business of the meeting and to keep order among members. They have overall control, giving direction, keeping focus and giving structure. Their ultimate responsibility is to take decisions on behalf of the committee following consultation with its members.

Responsible to:

The Membership

Responsible for:

Head of Juniors, Secretary, Treasurer, Club Captains, Welfare Officer, Development Officer

Main Duties	Skills Required
<ul style="list-style-type: none"> ● Chair committee meetings and Annual General Meeting ● Ensure appropriate documents, including minutes are available for committee members ● Ensure that committee members are aware of their roles and responsibilities ● Act as the ambassador and/or spokesperson for the organisation ● May be called upon to act as mediator 	<ul style="list-style-type: none"> ● Confident and Effective communicator ● Great organisation skills ● Ability to delegate duties ● An understanding of the Business & Development Plan, governance and standing orders ● Ability and knowledge to act as spokesperson for your organisation ● Unbiased and impartial ● Knowledgeable on equity issues

The Commitment we are looking for

Meetings are held monthly. In addition, the AGM is held in April each year. The term of office is 1 year, starting on the day after the AGM. You may need your own IT equipment.

Our Commitment to you

We pay any expenses if applicable. Where possible, mentoring and/or training will be made available.



Role Outline:

Head of Juniors

The role of the Head of Juniors is to oversee the business of the running of the Junior section and to keep order among members. Their ultimate responsibility is to take decisions for the Junior Section on behalf of the committee following consultation with its members.

Responsible to: Chairperson	Responsible for: Junior Coaches & volunteers
---------------------------------------	--

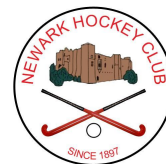
Main Duties	Skills Required
<ul style="list-style-type: none"> ● Ensure appropriate information on the Junior Section is available for committee members ● Oversee the business of the Junior Section in a fair and equitable manner ● Ensure that volunteers and coaches are aware of their roles and responsibilities ● Act as the ambassador and/or spokesperson for the organisation ● May be called upon to act as mediator 	<ul style="list-style-type: none"> ● Confident and Effective communicator ● Great organisation skills ● Ability to delegate duties ● An understanding of the Forward Plan, governance and standing orders ● Ability and knowledge to act as spokesperson for your organisation ● Unbiased and impartial ● Knowledgeable on equity issues

The Commitment we are looking for

Meetings are held monthly. In addition, the AGM is held in April each year. The term of office is 1 year, starting on the day after the AGM. You will need your own IT equipment.

Our Commitment to you

We pay any expenses if applicable. Where possible, mentoring and/or training will be made available.



Role Outline:

Welfare Officer

The Welfare Officer's role is to promote the club/organisation's policy and procedures for the protection of children and vulnerable adults.

Responsible to: Chairperson	Responsible for: None
---------------------------------------	---------------------------------

Main Duties	Skills Required
<ul style="list-style-type: none"> • The distribution/display of leaflets/codes of conduct to members, parents and young people • Advise on the development of activities for young people within the club/organisation • Support the registration of all personnel involved in activities for young people within the club/organisation (CRB checks) • Receive, record and pass on to the NGB Child Protection Officer, any concerns relating to the welfare of young people and vulnerable adults 	<ul style="list-style-type: none"> • Approachable and friendly • Good listener/effective communicator • Confident, with good leadership skills • Great organisational skills • Enthusiastic and a good motivator • Knowledge of child protection policies and procedures and Criminal Records checks • Knowledge of the Data Protection Act • Ability to deal with confidential matters • Tactful when dealing with sensitive issues

The Commitment we are looking for

Attendance at committee meetings, which are held monthly. The AGM is held in April each year. The term of office is 1 year starting from the AGM. You will need your own IT equipment.

Our Commitment to you

We pay any expenses if applicable. Where possible, mentoring and/or training will be made available.



Role Outline:

Secretary

The Secretary is the principal administrator for the club. This is a pivotal role in which the secretary carries out or delegates all of the administrative duties that enables the club and its members to function effectively.

Responsible to: Chairperson		Responsible for: Communications Officer	
Main Duties		Skills Required	
<ul style="list-style-type: none"> ● Being the first point of contact for all enquiries ● Organising the Annual General and other meetings ● Taking and distributing minutes of meetings ● Keeping Records ● Liaising with members, post holders and external agencies ● Act as a primary signatory on the club account ● Attendance at league meetings where required ● Entering teams into leagues and competitions 		<ul style="list-style-type: none"> ● Confident and Effective communicator ● Great organisation/IT skills ● Ability to delegate duties ● An understanding of the Forward Plan ● An understanding of the governance/standing orders ● Ability and knowledge to act as spokesperson for your organisation ● Ability to be unbiased and impartial 	

The Commitment we are looking for

Attendance at committee meetings, which are held monthly. The AGM is held in April each year. The term of office is 1 year starting from the AGM. You will need your own IT equipment.

Our Commitment to you

We pay any expenses if applicable. Where possible, mentoring and/or training will be made available. We will provide you with historic data and the files.



Role Outline:

Club Captain

The Club Captain is the link between the administration of the club and the playing members, to represent the views of the members within the club, and contribute to the development of the club through providing advice and guidance from a member perspective.

There are two club captains – Mens and Ladies.

Responsible to:

Chairperson

Responsible for:

Team Captains, Fixtures
Coordinator, Umpire Coordinator,
Senior Section Coaches

Main Duties	Skills Required
<ul style="list-style-type: none"> ● To coordinate all captains and coaches within the section to ensure teams have sufficient playing members ● A good club captain is a person that all members can contact and talk to about any issues they may have ● Attends club committee meetings and represent the views of the members ● Is a positive role model for all members of the club ● Communicates with fellow team members, and provide support and advice where needed ● Encourages club members to be involved in social and voluntary activities ● Welcomes new members to the club 	<ul style="list-style-type: none"> ● Good organisational skills ● Confident and effective communicator ● Ability to delegate duties ● Ability to be unbiased and impartial ● Approachable and Friendly ● Knowledge of club policies and procedures

The Commitment we are looking for

Attendance at committee meetings, which are held monthly. The AGM is held in April each year. The term of office is 1 year starting from the AGM. You will need your own IT equipment.

Our Commitment to you

We pay any expenses if applicable. Where possible, mentoring and/or training will be made available.



Role Outline:

Membership Officer

The role of the Membership Officer is to manage all aspects of membership including administration, liaison with members.

Responsible to:

Treasurer

Responsible for:

None

Main Duties	Skills Required
<ul style="list-style-type: none">● Collect and acknowledge all membership subscriptions.● Keep records of paid up members.● Liaise with the Treasurer on financial aspects.● Liaise with coaches and Treasurer to ensure players are paid up members.● Ensure regular communication with paid up members.● Help recruit new members and chase up lapsing members.	<ul style="list-style-type: none">● Great organisational skills● Good Management skills● Ability to manage a membership database

The Commitment we are looking for

Time will be required to prepare for the new season. The busiest period will be September – November. In addition, the AGM is held in April each year. The term of office is 1 year, starting on the day after the AGM. You will need your own IT equipment.

Our Commitment to you

We pay any expenses if applicable. Where possible, mentoring and/or training will be made available. We will provide you with past membership records as appropriate.



Role Outline:

Communications & Press Officer

The role of the Communications & Press Officer is to maximise press/media coverage for the club, ensuring publicity before and after events wherever possible. This will require you to establish and build relationships with local media. You may be called upon to act as a spokesperson for the club or league on some news items. You will also act as the main party for club communications to the membership.

Responsible to: Secretary	Responsible for: None
-------------------------------------	---------------------------------

Main Duties	Skills Required
<ul style="list-style-type: none"> ● Establish links with newspapers, magazines, radio, television and specific websites to gain publicity for teams, players and events. ● Research and use all potential promotional opportunities for the club ● Oversee internal communications channels such as club or league newsletters, websites, welcome packs and notice boards. ● Inform local media of successes and achievements. ● Create interesting articles and match reports for club, league and/or Federation websites and local media. ● Prepare newsletters, flyers and posters. ● Act as a spokesperson for the club when necessary. ● Raise the profile of the club through links with local media. 	<ul style="list-style-type: none"> ● Good written and verbal communications skills. ● Enthusiasm for hockey and sport in general. ● Media savvy. ● Efficiency. ● Good IT skills. ● The ability to be a "team player".

The Commitment we are looking for

Attendance at committee meetings, which are held monthly. The AGM is held in April each year. The term of office is 1 year starting from the AGM. You will need your own IT equipment.

Our Commitment to you

We pay any expenses if applicable. Where possible, mentoring and/or training will be made available.



Role Outline:

Treasurer

The treasurer is ultimately responsible for ensuring that the finances of the club are organised and managed effectively through a specific and separate club bank account.

Responsible to: Chairperson	Responsible for: Membership Secretary Social & Fundraising Officer
---------------------------------------	---

Main Duties	Skills Required
<ul style="list-style-type: none"> ● Managing all income and expenditure, including banking arrangements ● Hold bank account in the name of the club ● Act as a primary signatory on the club account (and appoint 3 others as agreed by the Club Committee) ● Reports regularly to the committee/ on the club's financial status ● Prepares /presents audited financial year end report to AGM ● Financial planning, budgeting and monitoring throughout the year ● Work with the Membership Secretary to ensure members are paid up ● Attendance at the Annual Club Day ● Work with the Social & Fundraising Officer to coordinate events and fundraising accordingly. ● Liaise and negotiate with insurance company 	<ul style="list-style-type: none"> ● Good accountancy knowledge ● Great organisation skills ● Good administrative/IT skills ● Communication skills ● Attention to detail ● Ability to handle money and cheques carefully ● Confidence with numbers

The Commitment we are looking for

Attendance at committee meetings, which are held monthly. The AGM is held in April each year. The term of office is 1 year starting from the AGM. Financial information/reports are required from you monthly. You will need your own IT equipment.

Our Commitment to you

We pay any expenses if applicable. Where possible, mentoring and/or training will be made available. We will provide you with historic data and the files.



Role Outline:

Social & Fundraising Officer

The role of the Social & Fundraising Officer is to effectively and efficiently create, plan and manage successful social events for the club and its members. The Social & Fundraising Officer has overall control recruiting, motivating and managing any social events team, and will liaise with the Membership Secretary, the Press Officer, and the Treasurer, as appropriate.

Responsible to: Treasurer	Responsible for: None
-------------------------------------	---------------------------------

Main Duties	Skills Required
<ul style="list-style-type: none"> ● Organise social events for the club/organisation ● Organise the club's Annual Dinner ● Identify potential opportunities for arranging fund raising social events ● Motivate club members (and non members, if appropriate) to attend social events ● Encourage each team and junior sections to raise at least £100 through fundraising ● Help encourage new members into the club ● Chair Fundraising committee meetings (<i>if appropriate</i>) ● May be called upon to act as mediator 	<ul style="list-style-type: none"> ● Confident and Effective communicator ● Creative and enjoys socialising ● Enthusiastic and a good motivator ● Highly organised

The Commitment we are looking for

Your organisation of and attendance at least 2 social events throughout the season, and the Annual Dinner in April/May. The AGM is held in April each year. The term of office is 1 year, starting on the day after the AGM. You will need your own IT equipment.

Our Commitment to you

We pay any expenses if applicable. Where possible, mentoring and/or training will be made available.



Role Outline:

Development Officer

The Development Officer's role is to initiate, administer, and organise operating programmes to develop and sustain the Club's activities for both male and female players. To manage the development of the club, and through proper planning and leadership, ensure that the section can thrive in the medium to long term.

Responsible to:

Chairperson

Responsible for:

Competitions Coordinator

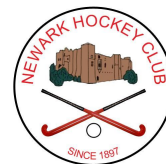
Main Duties	Skills Required
<ul style="list-style-type: none"> ● Develop the club's business and development plan, with annual objectives, in conjunction with the rest of the committee. ● Maintain a dialogue with partners, agencies and England Hockey, to ensure that they are aware of the Club activities and can support where possible. ● Keep abreast of funding and grants that could aid the club's implementation of objectives. ● Provide advice and guidance at club committee meetings on how to develop and improve the club's activities. ● To recruit and manage volunteers as required ● Work with other committee members towards fulfilling and maintaining the ClubsFirst accreditation. ● You may be called upon to act as mediator 	<ul style="list-style-type: none"> ● Good organisation skills. ● Good communication skills. ● Knowledge of funding and other opportunities ● Knowledge of club policies and procedures

The Commitment we are looking for

Attendance at committee meetings, which are held monthly. The AGM is held in April each year. The term of office is 1 year starting from the AGM. You will need your own IT equipment.

Our Commitment to you

We pay any expenses if applicable. Where possible, mentoring and/or training will be made available.



Role Outline:

Umpire Coordinator

The Umpires Secretary is responsible for ascertaining umpire availability and coordinating which games the umpires will be umpiring.

Responsible to: Club Captains	Responsible for: None
---	---------------------------------

Main Duties	Skills Required
<ul style="list-style-type: none"> ● To be responsible for the management of the pool of umpires within the club. ● To promote umpiring opportunities and to highlight members who wish to train as umpires onto the appropriate training course. ● To ascertain umpire availability on match days and ensure each umpire knows what game they are umpiring, the time and place. ● To facilitate the provision of umpires for all teams requiring umpires as necessary; covering requirements for teams that require qualified umpires and those that do not. ● To be the point of contact with league/umpires association for any matters arising 	<ul style="list-style-type: none"> ● Good organisation skills. ● Ability to encourage and support club umpires. ● Good communication skills.

The Commitment we are looking for

The AGM is held in April each year. The term of office is 1 year, starting on the day after the AGM. You will need your own IT equipment.

Our Commitment to you

We pay any expenses if applicable. Where possible, mentoring and/or training will be made available.



Role Outline:

Competitions Coordinator

The Competition's Officer is responsible for organising the club's summer mixed tournament and also to promote and enter teams into the various off-season competitions to ensure there is a variety of competitive and fun hockey for members.

Responsible to:

Development Officer

Responsible for:

None

Main Duties	Skills Required
<ul style="list-style-type: none">● To be responsible for the management of the club's summer tournament● To promote competitions to the membership● Work with the club captains to ensure that the membership are aware of relevant opportunities● Work with the nominated captain for the club's sanctioned events to ensure that entry is confirmed and the competitions run smoothly● To be the point of contact for club's hosting competitions	<ul style="list-style-type: none">● Good organisation skills.● Good communication skills.

The Commitment we are looking for

The AGM is held in April each year. The term of office is 1 year, starting on the day after the AGM. You will need your own IT equipment.

Our Commitment to you

We pay any expenses if applicable. Where possible, mentoring and/or training will be made available.



Role Outline:

Fixtures Coordinator

The role of the Fixtures Coordinator is to plan and arrange all club/league fixtures, liaising with other clubs/organisations and taking into account league and championship events, venue constraints, the competition structure and the requirements of individual clubs. The role also includes the production and circulation of fixture lists to all relevant participants.

Responsible to:	Responsible for:
	Club Captain None

Main Duties	Skills Required
<ul style="list-style-type: none"> ● Arrange all club/organisation fixtures. ● Arrange for the fixtures to be posted on the club website. ● Liaise with other clubs/organisations to arrange fixtures. ● Ensure that members are aware of fixtures. ● Attend club/league Committee meetings. ● Liaise with the club/league Registration Secretary. 	<ul style="list-style-type: none"> ● Good IT skills. ● Problem-solving skills. ● Good communication skills. ● Friendliness and approachability. ● Organisational and administration skills

The Commitment we are looking for

The AGM is held in April each year. The term of office is 1 year, starting on the day after the AGM. You will need your own IT equipment.

Our Commitment to you

We pay any expenses if applicable. Where possible, mentoring and/or training will be made available.