



Hockey Committee Roles and Responsibilities

Chair

- Organise committee meetings and chair these
- Circulate Agenda for committee meetings
- Organise AGM
- Make presentation of club performance at AGM
- Lead the organisation

Vice Chair

- Same responsibilities as the Chair – but as an assisting role
- Support Chair as needed
- Support other committee members as needed

Secretary

- Ensure minutes and actions are taken from committee meetings
- Distribute minutes and actions after meetings

Treasurer

- Collate accounts for the club
- Monitor club monies and spending
- With the sponsorship lead liaise with sponsors and funding organisations
- Ensure subscriptions are collated and paid promptly
- Send out invoices for equipment, subs or other costs to players

Youth Representative

- Attend committee meetings and bring forward the views of young players
- Ensure that the youth in the club are not forgotten
- Assist the committee in running the club.

Junior Leagues Co-ordinator

- Ensure that the player/team stats are collated (Junior, Peewee, Rookie and Elite leagues)
- Ensure that the team shirts are organised and distributed and re-collected at the end of the season

Senior League Co-ordinator

- Ensure that the player/team stats are collated for the adult inline league and dek hockey
- Ensure that the team shirts are organised and distributed and re-collected at the end of the season

Head Coach

- Organise training for teams and members
- Lead team selection for national and international teams
- With the committee backing set direction of hockey club as a sport

PR & Media Lead

- Manage and maintain website
- Liaise with media outlets to promote club events, league, enrolment etc.
- Manage and promote the club through social media
- With committee backing set up and promote the coverage for international tournaments

Fund Raising and Sponsorship Lead

- Look for and generate new or recurring fund raising opportunities/sponsorship
- Liaise with sponsors treasurer and PR Media Lead to promote the club and raise additional sponsorship
- Work with existing sponsors to ensure that they are happy with the sponsorship arrangements and

General Committee Members

- Attend committee meetings to ensure that the views of the players are represented in the club
- Assist the committee with running/promoting the club as requested.