



Suburbs Piako Hockey Club COMMITTEE ROLES & JOB DESCRIPTIONS

(Based on Sport Waikato template)

ELECTED COMMITTEE ROLES

TITLE	MAIN DUTIES	OFFICER
President / Chairperson (ELECTED)	<ul style="list-style-type: none"> • Chairs and organises Club Executive Committee meetings and Club AGMs • Represents the Club at local, regional and national levels • Welcomes new members • Oversees Club Development • Delegates tasks to members of Club • Co-ordinates Club advertising (i.e., for new members) • Co-authorises payments 	Aaron Barnsdall
Vice President (ELECTED)	<ul style="list-style-type: none"> • Assists President in their duties • Chairs meetings in absence of President/Chairperson 	
Treasurer (ELECTED)	<ul style="list-style-type: none"> • Prepare payments for authorisation • Pay bills/expenses • Produces annual accounts • Monitors expenditure throughout year • Produces budget for forthcoming season • Prepare for and arrange annual audit • Send out and collect member fees 	Michael Scanlon
Club Secretary (ELECTED)	<ul style="list-style-type: none"> • Distributes and records Club registration forms for all members • Register members with Waikato Hockey Association • Maintains club membership database • Prepare & distribute agenda prior to executive meetings • Arranges meetings • Prepares and distributes minutes of executive meetings • Distributes information from partners (including, regional/national sports organisation and Sport Waikato) • Composes and maintains Club information sheets • Regularly reviews email account and responds to emails 	Allyson Gofton
Club Captains	<ul style="list-style-type: none"> • Act as a direct liaison between Committee and members • Represent Team Captains and team issues on Committee • Encourage member participation in the club. • Ensure all members of the club act in accordance with the rules of the club. • Actively encourage team participation from club members • The club captains will report to the committee at each meeting. 	Jarrod Thorne & Kim Martyn

Committee & Club
Positions
NON-ELECTED



NON-ELECTED COMMITTEE ROLES
Appointed by Committee

NAME	MAIN DUTIES	NAME
Social Events Co-ordinator	<ul style="list-style-type: none"> • Chairs Social Sub-Committee • Organises social events, including the collection of monies • Advertises social events • Organises fundraising events 	
WHA Representative	<ul style="list-style-type: none"> • Represents the club and the club's view at WHA meetings – including voting rights • Informs Club of important events/details from WHA • Provides WHA with changes to committee and Club contact details etc 	
Equipment Coordinator	<ul style="list-style-type: none"> • Maintains team kits • Purchases items for team kit bags and anything needed for coaching purposes • Coordinates sale of club kit, in collaboration with Treasurer • Maintains an up-to-date list of team equipment and expenditure 	
Communications Coordinator	<ul style="list-style-type: none"> • Maintains and updates club web site • Maintains club's social media (i.e., Facebook page) – ensuring up-to-date and relevant information is posted • Produces monthly club newsletter • Manage the development of the Club Marketing & Promotions Plan 	Chantel Thorne
Competitions Coordinator	<ul style="list-style-type: none"> • Organises any games and tournaments outside the normal competition (advertising, funds, umpires etc) • Coordinates teams in tournaments and games • Organises venues 	
Coaching Coordinator	<ul style="list-style-type: none"> • Organises trials and trial selectors • Assists with team selection and advertises team selection • Organises Team Coaches at beginning of year • Devises and oversees club coach development • Ensures coaching equipment is available to all teams/coaches • Ensures coaches are aware of relevant courses • Development & management of new programmes (e.g., Academy) 	

Committee & Club
Positions
NON-ELECTED cont.



NAME	MAIN DUTIES	NAME
Umpire's Coordinator	<ul style="list-style-type: none"> • Maintains a roster for regular and consistent competition officiating • Advertises and co-ordinates club members on local officials' courses • Ensures officials are paid accurately (if applicable) • May be asked to find officials for tournaments, extra games etc. • Attending WHA meetings • Supporting development of umpires/training 	
Sponsorship / Grants Officer	<ul style="list-style-type: none"> • Researches potential sponsorship and grants available • Prepares and processes any applications for grants • Organises sponsorship, if available 	
Health & Safety	<ul style="list-style-type: none"> • Manage the development of the club/group Health and Safety Policy in conjunction with the Committee • Implement the Health and Safety Policy by; <ul style="list-style-type: none"> ○ Manage hazards and remove/minimise/isolate hazards – see https://hockeynz.co.nz/about-us/resources/policies-codes/ ○ Ensure all club members/management and other involved parties are aware of the Health and Safety Policy and how to adhere to it. ○ Bring to the attention of the president any major health and safety issues. ○ Report all major accidents to WHA • Work with the Treasurer to develop a budget for implementing the Health and Safety Policy • Oversee the implementation of the strategies in the Health and Safety Policy • Submit regular reports to the club/group committee. 	
Complaints & Dispute Officer	<ul style="list-style-type: none"> • Manage the development and review, the Complaints Policy • Be the point of contact for members for any complaints • Monitor and report to Committee on complaints and dispute related issues on a regular basis 	
Team Captains	<ul style="list-style-type: none"> • Lead team • Be responsible for player behaviour • Report inappropriate behaviour to the Club captain • Communicates information team activities from Committee or Club Captains to team members • Ensure team members contact details are accurate • Co-ordinates teams for games (with coaches) and other requirements • Option to attend Committee meetings • Appoint manger and co-ordinate management plan for season 	

