



ROOSTERS HOCKEY CLUB BOARD POSITIONS

PRESIDENT:

- Spokesperson for Club to Association, Media, etc.
- Be the face of the Club to all members.
- Oversee smooth operation of all Club affairs.
- Oversee Junior Development and Senior Grading
- Chair Club meetings.
- Strategic long term development planning.
- In collaboration with Executive Board, formulate Club policies and oversee their implementation.
- Monitor and ensure harmony among members.
- Arbitrate disputes among Club members.
- Guide and/or mentor Vice President role(s).
- Recruit administration staff as required.
- Assist with coaching recruitment.
- Monitor all Club budgeting.
- Coordinate (or delegate) Annual Presentation of Awards, including Trophies and Certificates of Achievement.
- Brief incoming President on Club Procedures.

VICE PRESIDENT – Junior and Senior:

- Assist President with duties as delegated.
- Gain experience to become the future President.
- Attend Club Meetings.
- Strategic long term development planning.
- Replace President in times of absence.
- Represent the relevant subsections of the Club from the President. ie. Juniors/Seniors.
- Responsible for recruiting assistant team to ensure smooth running of relevant Club Subsection
- Dispute resolution at the Club Subsection level prior to involving President and/or Board Executive
- Be involved in player/team allocations for relevant Club subsection
- Coordinate awards presentation for associated Club Subsection
- Present Vice President report at the Annual General Meeting
- Brief Incoming Vice President(s) on Club procedures.

TREASURER:

- Attend Club Meetings.
- Keep & maintain an assets register.
- Prepare annual budget.
- Strategic long term development planning.
- Issue invoices for all monies receivable in a timely manner.
- Organize annual audit of the clubs financial affairs as per requirements of the office of Fair Trading (Smart Business Guide, P37) in conjunction with Auditors requirements.
- Present Auditors Report at the AGM as required by law

Monitor financial management procedures.
Brief Incoming Treasurer on Club procedures.

SECRETARY:

Correspondence:

Process inward and outward correspondence received electronically daily, onforwarding or seeking opinion as required.

Act upon inward and outward postal correspondence as soon as practicable. Table all correspondence dealt with at Club meetings.

Meetings:

Provide notice to members of forthcoming meeting dates.

Prepare Agenda for General Meetings with input from committee.

Table previous minutes at Club meetings.

Maintain meeting attendance record.

Record and circulate electronically Club minutes of meetings to appropriate administrators as soon as practicable after each meeting.

Maintain files for meeting minutes and correspondence.

Ensure Club president signs master copy of each General Meeting minutes.

Annual Tasks:

Issue notification and invitations to Annual Presentation.

General:

Represent the Club policy and opinion of the committee in all official hockey correspondence and meetings.

Ensure that all paperwork is completed and kept as required for regulatory compliance.

Strategic long term development planning.

Brief incoming Secretary on Club procedures.