

CHAIR

- Timetable committee meetings for year (liaise with committee regarding most suitable dates)
- Chair committee meetings and AGM, ensuring that decisions are made for the benefit of the whole club
- To have the casting vote on any unresolved club issues
- Ensure all sub-committee meetings are being held & reports sent to main committee
- Ensure minutes are kept of each meeting and agendas are followed
- Arrange AGM date
- Ensure notice of AGM is circulated in line with constitution
- Prepare Chairman's report for AGM
- Ensure all correspondence is handled
- Ensure all club sections are performing – liaise regularly with section chairs
- Ensure all others on the committee carry out their respective responsibilities
- Liaise with Umpiring Officer, Disciplinary Officer, Club Captains on any disciplinary matters relating to individual players or incidents, in line with constitution
- Represent the Club as necessary on any committees or at any external meeting
- Ensure smooth running of Club, pro-actively addressing any issues that might arise.
- Listen to grievances/issues from club members and take appropriate action
- Work to recruit, recognise, reward and retain those who volunteer for and on behalf of the club
- Provide access to coach, official, volunteer opportunities for club members
- Develop, maintain and take responsibility for driving forward a club development plan, including timetabling, allocating roles & responsibilities and monitoring progress
- Ensure club representation at County, Regional and National levels

Key Requirements:

1. Strong leader who can be objective
2. Able to make decisions based on the available information
3. Able to help committees reach consensus
4. Ability to liaise effectively with Cricket Club officials & counterparts in other local Hockey Clubs
5. Close liaison with NW Hockey League Officials
6. Forward looking, keeping a 5 year longer term strategic view on the club's position

Commitment Required

1. Approximately 10 hours per month for meetings plus other times as required.
2. Viewing or participating in club matches through the season
3. Ad-hoc responses to stakeholders (members, league, general public etc)

What tasks are involved?

1. Chair Committee meetings / AGM
2. Agree monthly agenda for committee meetings and the AGM
3. Representative for the club with NW Hockey League & England Hockey, as required.