

# ASSOCIATION BOARD APPLICATION INFO PAK

## OVERVIEW OF OUR OBJECTS

- foster, develop, promote, control and manage all aspects of the game of Hockey in the Region and surrounding areas on behalf of the members and our governing body;
- manage and deliver the administration and financial requirements of the Association;
- promote, control and manage competition matches amongst affiliated members;
- select and manage representative teams to participate in State and Regional Hockey competitions and events
- coordinate and manage the Association facilities including, usage, maintenance and development
- be an affiliated member of the Sport's recognised governing bodies and to operate in accordance with their constitutions, membership agreements, policies, procedures and codes for the management and conduct of the Game; and
- share our knowledge and successes with other Hockey Associations for the betterment of Hockey in the state.

## TIMEFRAME FOR POSITION

All Board position terms are two years.

## ASSOCIATION BOARD POSITIONS UP FOR ELECTION

Position Title	Position to be held until
President	2025 AGM
Competitions & Fixtures Director	2025 AGM
Championships & Events Management Director	2025 AGM
Hockey Development, Rep & Pathways Director	2025 AGM

## RECOGNITION AND REWARD

Level of reward offered to management Association Board personnel is \$ 500

## ASSOCIATION BOARD POSITION RESPONSIBILITY OVERVIEW

### PRESIDENT

<b>KEY OBJECTIVE</b>	To support the Association Board and our Volunteers/Staff through good leadership and most importantly provide a positive environment for our Association to grow, develop and secure our future and engage business and local council's participation in our Association.
<b>SKILLS REQUIRED</b>	Experience and/or proven ability to fill a leadership role; have a good understanding of budget oversight, people management and or experience and modern management practises. The ability to engage with people and speak in public.

### PARTICIPATION DIRECTOR

<b>KEY OBJECTIVE</b>	To assist the Association increase participation and retention rates, oversee the delivery of introduction, modified, schools and social Hockey, marketing participation initiatives and programs deliver standards and players pathway to Association Hockey
<b>SKILLS REQUIRED</b>	Experience and/or proven ability to project manage people and proven high-level understanding of hockey and how it can be modified.

### COMPETITIONS & FIXTURES DIRECTOR

<b>KEY OBJECTIVE</b>	To assist the Association Board, manage and deliver the competition and competition service delivery standards and oversee Players, Coaching, and Officials.
<b>SKILLS REQUIRED</b>	Experience and/or proven ability to project manage people and proven high-level understanding of hockey and the Association's requirements for the delivery of the local competition and management of the intercity and annual event fixtures hosted by the Association.

### FACILITY OPERATIONS DIRECTOR

<b>KEY OBJECTIVE</b>	Facility, Turf, Grounds and Equipment: management, maintenance and repair including facility development and equipment replacement oversight.
<b>SKILLS REQUIRED</b>	Experience and/or proven ability in the requirements for, or demonstrated ability to learn, asset and facility management and the ability to project manage people.

### CHAMPIONSHIP & EVENTS MANAGEMENT DIRECTOR

<b>KEY OBJECTIVE</b>	To assist the Board with the planning and management of championships and other events hosted by the Association including the promotion of these events within our local community via the media including TV, radio, newspaper and continued presence in the social media space
<b>SKILLS REQUIRED</b>	Experience and/or proven ability to project manage people, and coordinate championships and events, including marketing and promotion.

### REVENUE DIRECTOR (TREASURER)

<b>KEY OBJECTIVE</b>	To assist the Board to maintain the systems and standards of financial record keeping and accountability, monitor income and expenditure, and ensure the Club meets its legal obligations under the Incorporations Act.
<b>SKILLS REQUIRED</b>	Standard of competency or ability to use financial packages such as Reckon, Xero, MYOB, or programs of a similar type, and knowledge and/or experience in, or demonstrated ability to learn, financial management for a club of our size, and the ability to provide and present regular financial statements/reports to the Board.

#### HOCKEY DEVELOPMENT, REP AND PATHWAYS DIRECTOR

<b>KEY OBJECTIVE</b>	To assist the Association Board to manage and deliver the Development Pathways and Representative System.
<b>SKILLS REQUIRED</b>	Experience and/or proven ability to project manage people and proven high-level understanding of hockey and our players' and technical personnel's development pathways and service delivery needs.

#### ADMIN OFFICER/TREASURER SUPPORT (Appointed)

<b>KEY OBJECTIVE</b>	To maintain high standards of financial, administration, record keeping and communication to the standard required of the Board and members and in accordance with legal requirement. Ensure the financials are managed in accordance with the finance professional's requirements, organisation policy and within budget.
<b>SKILLS REQUIRED</b>	High standard of competency on Microsoft Word, social media and email, including experience and/or ability to manage and deliver general administration and communication requirements and high level of competency or ability to use financial packages such as Xero, MYOB. High level of understanding of modern modes of communication.

#### BOM SECRETARY

<b>KEY OBJECTIVE</b>	To advise and record BOM Bi-monthly meetings, and an AGM in October each year.
<b>SKILLS REQUIRED</b>	Knowledge of, or ability to learn, Meeting King or similar software. Functions include, but are not limited to calling meetings of the Association, preparing an Agenda of business to be conducted at each meeting in consultation with the President of the Association. Keeping minutes of each meeting and copies of all correspondence and other documents relating to the Association. Extra duties to be performed for the AGM in line with the Constitution include calling for nominations for Board positions and distributing these nominations with their resume to member clubs. Signed end of year Financials must also be distributed to member clubs.