



# 1886 SOUTHGATE HC

SOUTHGATE HOCKEY CLUB

ANNUAL GENERAL MEETING 2024

## WHAT DOES THE COMMITTEE DO?

### AN OVERVIEW OF KEY ASPECTS OF COMMITTEE MEMBERS' ROLES

All Officers of the Club are elected or re-elected at the AGM.

Most Committee positions have specific responsibilities for aspects of running the Club. A brief summary of these roles is presented below. However, ALL members of the Committee have a collective responsibility for the operation and development of Southgate Hockey Club.

#### Club President

- The Club's most senior officer, officiates at the AGM and supports the Club Chair
- Presents the public face of the Club at meetings and functions and liaises with Centre and Trust
- Sits above the Management Committee as an independent point of reference and offers advice and guidance on club policy matters
- Participation in the Club's development plans as actioned by the Management Committee

#### Chair

- Chairs monthly meetings and ad hoc meetings as necessary
- Leads the Committee in decision making and ensure all voices are heard
- Oversees the development of the Club and liaison with Trust and Centre and external bodies such as England Hockey and other Clubs
- Oversees the day to day operation of the Club, including disciplinary issues

#### Secretary

- The Club's principal administrator carrying out and delegating all administrative duties
- Ensure all affiliation and registration documents are accurate and up to date
- Works with the Chair, Treasurer and other senior officers on the development of the Club and its day to day operation
- Oversight and development of the Club's governance and compliance processes

#### Treasurer

- In charge of the finances of the Club and preparing the Club's Annual Report & Accounts
- Ultimate responsibility for managing the Club's bank accounts, receipts and payments and preparing budgets
- Works with the Chair, Secretary and other senior officers on the development of the Club and its day to day operation
- Liaises with Centre and Trust and third parties on all financial matters



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## **Chair of Selectors (Men's and Women's – two separate Club Officers)**

- Oversees the selection for each team, manage player development and mediate on any coaching or selection issues
- Coordinates the appointment of coaches, captains and managers in liaison with the Committee and Club Director of Hockey
- Coordination of club membership in conjunction with Treasurer and Membership Secretary
- Player retention and recruitment

## **Membership Secretary**

- Collects all Senior and Junior club subscriptions due to the Club
- Liaises with Treasurer to ensure membership lists reconcile with subscriptions
- Maintain up to date membership list including contact details and relevant personal details for governance and compliance requirements
- Develop and refine our categories of membership and, in conjunction with Secretary, manage Alumni and Past & Non Playing Members

## **Fixture Secretary**

- Allocates, coordinates and communicates fixtures for all teams
- Arranges and confirms fixtures with Leagues, Southgate Hockey Centre and opposition clubs
- Deals with match cancellations
- Planning and arranging pre-season and friendly fixtures

## **Welfare Officer**

- Fulfils the Club's responsibilities to safeguard children and young people
- First point of contact for staff, volunteers, parents, members where concerns about children's or adult members welfare are concerned
- Understands the reporting procedures and appropriate external bodies to liaise with on specific welfare issues
- Develop the Club's safeguarding and welfare policies and communicate them to the Committee, coaches, captains and membership

## **Umpire Secretary**

- Appoints appropriate umpires for all Home, and where necessary, Away Fixtures. Liaises with Leagues in relation to appointed umpires and officials
- Encourages wider participation in umpiring across the Club including Junior Section
- Manages post-match complaints and incidents with relevant officials, clubs and League bodies
- Oversees development, coaching and support of umpires

## **Assistant Secretary**

- Assists and supports the Club Secretary in all aspects of that role
- Takes responsibility for specific secretarial tasks as agreed with the Secretary
- Liaises with Management Committee members



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## **Assistant Treasurer**

- Assists and supports the Club Treasurer in all aspects of that role
- Takes responsibility for specific financial tasks as agreed with the Treasurer
- Liaises with Management Committee members

## **Junior Section Manager**

- Oversees the development of the junior Section and maximises the development opportunities for players
- Liaises with the Welfare Officer on all safeguarding matters within the Junior Section and of Juniors playing adult hockey
- Responsibility for Junior finances in conjunction with Club Treasurer
- Oversees coaches and managers of junior teams, arranges fixtures and liaises with external bodies and clubs

## **Assistant Junior Manager**

- Assists and supports the Junior Section Manager in all aspects of that role
- Takes responsibility for specific tasks as agreed with the Junior Manager
- Liaises with Management Committee members

## **Communications Officer**

- Responsible for website, social media, newsletters and match day programmes
- Manages Club database in liaison with Club Secretary and Membership Secretary
- Develops Club's website and social media activity
- Recruits and oversees sub-groups to manage specific tasks including newsletters

## **Two AGM Elected Committee Members**

- Elected as ex-officio members of the Committee
- Contribute to the running of the Committee and may take on specific Committee tasks
- Provide support and advice to Club Officers
- Contribute to the development of the Club