



ABN: 72 893 760 500

HAW BOARD POSITION DESCRIPTIONS

As taken from the HAW by-laws – Section 1.

Director of Finance and Facilities

Be responsible to the Board for all matters involving finance and facilities.

Carry out all duties as directed by the Board.

On behalf of the finance, facilities, marketing & promotion committee present the budget for the following year to the Board of Management at the October meeting.

Receive all monies and forthwith pay the same to the credit of the association and shall report thereon to each meeting of the Board of Management and shall supply full particulars of such income and expenditure to the auditor whenever required to do so.

Present to the annual General Meeting of the association a properly audited statement of receipts and expenditure and balance sheet of the financial transactions of the association from the date of the last statement of receipts and payments and balance sheet.

Be responsible for advising clubs and/or members of monies due and be responsible for collection of same.

Director of Junior Representative Hockey

Be responsible to the Board for all matters involving representative hockey.

Manage budget provided for portfolio.

Prepare and submit to the Director of Finance by the 31st August in each year a Representative Hockey budget for the following year.

Carry out all duties as directed by the Board.

Director of Carnivals and Special Events

Be responsible to the Board for all matters involving carnivals & special events.

Events include any Carnivals, Hockey 8's and any other special events that may arise

Manage budget provided for portfolio.

Prepare and submit to the Director of Finance by the 31st August in each year a Carnivals & Special Events budget for the following year.

Carry out all duties as directed by the Board.

Director of Marketing, Promotion and Media

Be responsible to the Board for all matters involving marketing, promotion and media.

Prepare and submit to the Director of Finance and Facilities by the 31st August in each year a marketing, promotion and media budget for the following year.

Carry out all duties as directed by the Board.