



ABN: 72 893 760 500

## **HAW BOARD POSITION DESCRIPTIONS**

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

### **President**

*The President shall act as Chairman of all council meetings of the association and all Board meetings.*

*The President is an ex-officio member of all policy and operating committees.*

*The President shall represent the association at all social functions and shall co-ordinate the work of the Board.*

### **Director of Finance**

*Be responsible to the Board for all matters involving Finance.*

*Carry out all duties as directed by the Board.*

*On behalf of the Finance 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 Competitions**

*Be responsible to the Board for all matters involving competitions conducted by the association.*

*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 Umpiring**

*Be responsible to the Board for all matters involving umpiring.*

*Prepare and submit to the Director of Finance by the 31st August in each year an umpiring budget for the following year.*

*Carry out all duties as directed by the Board.*

*To promote the advancement of umpiring standards by arranging suitable seminars, clinics, exhibitions, etc. for both senior and junior umpires.*

## **Director of Athlete Development**

*Be responsible to the Board for all matters involving athlete development.*

*Prepare and submit to the Director of Finance by the 31st August in each year an Athlete Development budget for the following year.*

*Carry out all duties as directed by the Board.*

*The Director of Athlete Development shall carry out where practical and within the available resources of the association the following:*

*To plan and implement a programme of coaching designed to effect an improvement in playing standards at all representative team levels (including indoor hockey)*

*To investigate and implement within the guidelines of the National Coaching Plan a coaching plan on a continuing basis with the object of raising the standard of coaching and development of a consistency of coaching policies through-out the Albury-Wodonga district and by doing so raising the playing standard.*

*To undertake the organisation of a systematic programme of coaching clinics for children through the schools system to increase the numbers playing hockey and to provide coaching seminars for teachers. To promote junior hockey. To establish an information centre in respect of all aids and material including publications for the coaching of hockey.*



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### **Director of Junior Representative Hockey**

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

*Manage budget provided for portfolio.*

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

*Carry out all duties as directed by the Board.*

### **Director of Senior Representative Hockey**

*Be responsible to the Board for all matters involving Senior Representative hockey, especially any Capital League teams.*

*Manage budget provided for portfolio.*

*Prepare and submit to the Director of Finance by the 31st August in each year a Senior Representative Hockey 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.*

*Manage budget provided for portfolio.*

*Prepare and submit to the Director of Finance 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.*