



# **Mentone Hockey Club**

## **Committee**

### **Roles and**

# **Responsibilities**

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## Introduction

The purpose of this document is to outline the roles and responsibilities of each position on the Mentone Hockey Club Committee. The committee is elected each year at the Annual General meeting, where all positions are declared vacant. Financial Members may nominate for positions prior to the AGM. Elections are held where there is more than one nominee for any one position.

## General Responsibilities

- Attend monthly Committee meetings
- Take responsibility for coordinating and reporting on their portfolio
- Adhere to Club Policies and good governance practices
- Raise matters of concern in their or others portfolios to the Committee
- Communicate with the general membership where necessary
- Submit a report for the AGM
- Maintain the confidentiality of committee deliberations

# Mentone Hockey Club



## President

The role of the President is to be responsible for ensuring that the Committee fulfils its responsibilities for the governance and success of the entire club. The President is responsible for ensuring the agreed strategic directions are followed, and that the strategy adapts over time to meet the needs of the members. The Presidents will generally be the spokesperson for the club and should maintain key relationships within and outside of the club

- Chair meetings of the general committee, the AGM and any other special meetings
- Attend Hockey Victoria Presidents/Vice Presidents Meetings and Premier League Meetings and represent the interests of Mentone Hockey Club
- Attend to or delegate responsibility for issues/matters not adequately handled at coordinator level, or for issues that cross multiple portfolios.
- Represent the Club in discussions with Mentone Grammar School and Local Councils
- Facilitate Strategic Planning Initiatives
- Look for operational efficiencies and improved communications to benefit the Club
- Keep members of the Club informed
- Respond to and pursue Grant Opportunities as they arise
- Authorise online payments in conjunction with the Treasurer

## Vice President

The role of the Vice President is responsible for assisting the President to fulfill their responsibilities for the governance and success of the club. The Vice President is responsible for the Operational aspects of the Club to allow the Committee to provide good governance

- Liaise with Section coordinators on operational issues effecting the Club as a whole
- Attend Hockey Victoria Presidents/Vice Presidents Meetings and Premier League Meetings and represent the interests of Mentone Hockey Club
- Assist the President as needed
- Overseeing the coaching selection process when required
- Negotiate coaching contracts
- Keep an electronic record of all coaching contracts
- Convene Disciplinary panels as required
- Ensure any disciplinary processes are managed in accordance with Club Rules
- Look for operational efficiencies and improved communications to benefit the Club

## Treasurer

The role of the Treasurer is to be responsible for the financial supervision of the Club to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on the Club's financial status to both the Committee and the Club members.

### Desirable Attributes

- Bookkeeping skills and awareness of accounting principals
- Good computer skills
- Experience with using MYOB or another similar Accounting software package
- Understanding of GST and related practices
- Dedicated Club person with knowledge of Mentone Hockey Clubs practices
- Honesty/Trustworthy
- Good organisational skills and ability to maintain accurate records
- Attention to detail

### Specific duties include but are not limited to:

- Administer the finances of the club.
- Provide advice to the Committee in their management of the Club finances
- Issue a paper receipt for all cash payments received.
- Promptly deposit all monies received into the Club's Bendigo Bank Account
- Ensure all income and expenditure is recorded in the clubs accounting package and is accurate and up to date.
- Ensure all members are Invoiced for fees/items/events provided.
- Be an approved signatory on the club bank account for online payments and cheques, with one other.
- Prepare monthly bank account reconciliations.
- Ensure all events/activities are reconciled.
- Continually monitor all debtors and keep coordinators informed of any players with unpaid invoices/fees.
- Continually monitor all creditors and ensure prompt payment of approved supplier invoices.
- Be fully informed about the club's financial position at all times
- Monitor cash flow and ensure committee is kept regularly informed
- Ensure all registered players are invoiced and reconciled to the Club database.
- Assist with maintenance of the Club database.
- Organise & pay umpiring money as per Club needs. Where possible payment should be made via direct debit to team managers.
- Maintain a Petty cash system as required and ensure regularly reconciled
- Ensure safe keeping of the Club's Mobile EFTPOS Machine

- Lead the annual budget process for the forthcoming year and ensure an appropriate annual budget is provided to the Committee for approval
- Present breakdowns of income and expenditure/ Profit and Loss and cash flow to each committee meeting.
- Prepare annual financial accounts for auditing and providing the auditor with information as required
- Ensure annual returns and statements of accounts are filed with the Commission for Corporate Affairs.
- Prepare quarterly BAS report for appointed agent and ensure GST compliance.
- Present annual financial accounts at the Annual general meeting.

## Secretary

The role of the Secretary is to be responsible for the documentation and communication of the activities of the Committee. The secretary is the primary administration officer of the Committee and provides the links between the Committee, members and outside agencies.

- Central Point of Contact for the Club directing enquiries as appropriate
- Reply to Consumer Affairs annually with Incorporation Results
- Schedule Monthly Committee Meetings
- Collating and preparing Agenda Items
- Record and promulgate the minutes and actions of monthly Meetings
- Check and clear PO Box
- Handle and record incoming and outgoing correspondence
- Forward to the appropriate sections articles from the weekly Hock-e-Comms newsletter
- Keep a copy of Minutes on Club's Share Google Drive



## Men's Coordinator

- Oversee all issues related the Men's Section of the Club
- Represent the views of the Men's Section to the General Committee
- Assist with the selection of coaches for the Men's Section
- Communicate weekly selection
- Assist the Treasurer with the collection of outstanding Fees
- Coordinate the allocation of roles within the Men's section (Umpire Roster etc.)
- Assist players facing discipline issues with Hockey Victoria
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## Women's Coordinator

- Oversee all issues related the Women's Section of the Club
- Represent the views of the Women's Section to the General Committee
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- Assist with the selection of coaches for the Women's Section
- Communicate weekly selection
- Assist the Treasurer with the collection of outstanding Fees
- Coordinate the allocation of roles within the Women's section (Umpire Roster Kiosk Roster)
- Assist players facing disciplinary issues with Hockey Victoria

## Junior Coordinator

- Oversee all issues related the Junior's Section of the Club
- Represent the views of the Junior's Section to the General Committee
- Assist with the selection of coaches for the Junior Section
- Communicate weekly with parents of the junior section on each of the teams
- Assist the Treasurer with the collection of outstanding Fees
- Coordinate and Manage the Junior Committee to help distribute the workload from this section
- Assist players facing disciplinary issues with Hockey Victoria

## Men's Masters Coordinator

- Oversee all issues related the Men's Masters Section of the Club
- Represent the views of the Men's Masters Section to the General Committee
- Communicate weekly selection
- Assist the Treasurer with the collection of outstanding Fees
- Assist players facing disciplinary issues with Hockey Victoria

## Women's Masters Coordinator

- Oversee all issues related the Women's Masters Section of the Club
- Represent the views of the Women's Masters Section to the General Committee
- Communicate weekly selection
- Assist the Treasurer with the collection of outstanding Fees
- Assist players facing disciplinary issues with Hockey Victoria

## Communications

- Promote the entire Club by submitting weekly articles to Local Media (Mordialloc-Chelsea Leader)
- Collate or Develop and publish relevant news items on the Club's Social Media platforms (Web Pages, News Items Facebook Updates (various), Twitter , Instagram and other channels the Club utilises)
- Actively solicit information and contributions content and images from various sources within the Club to ensure a "whole of Club coverage"
- Balance reporting across the various sections
- Understand and have access to all the social media channels to ensure a consistency of message
- Assist with development of Marketing material for Social Events
- Ensure Deadlines are met
- Actively review the social media channels to ensure consistency of message and that the Club's Social Media Policy is being adhered to
- Raise any breaches of the Social Media policy with the Executive Committee for action

## Umpire and Coach Development

- Promote pathways for members to develop as umpires coaches and technical officials
- Arrange and promote training sessions
- Track accreditations levels for members and manage to LEC requirements
- Promote attainment of advanced accreditation levels

## Hockey Centre Liaison

- Represent the views of the Hockey Club Committee to the Mentone Hockey Centre
- Develop a works programme and working bees to further develop the facility
- Liaise with MGS Ground staff and Facilities Manager to effect required maintenance



## Social Coordinator

- Develop a Social Calendar for the year consistent with the desires of the members
- Solicit feedback from members on the type and style of events to hold
- For each event present to Committee an outline of expenses and projected revenue
- Work in conjunction with Communications and Section Coordinators to promote and market events to the membership and wider community as appropriate
- Track cost for an event and any transfers from Hockey Centre Stock

## Sponsorship and Fundraising

- Actively seek donations from local businesses.
- Prior to the start of the season prepare, print and distribute Board approved sponsorship opportunities (notionally Club Sponsorship and Premier League Sponsorship).
- Deliver on Mentone Hockey Club's obligations pertaining to sponsor's benefits i.e. advertising, signage, and promotion.
- Actively seek sponsorships for the club.
- Review sponsorship opportunities at season end