MIDLETON HOCKEY CLUB - CLUB STRUCTURE & ROLE DEFINITIONS

Sept 2021

The working group examining Club Structure and Administration has established a number of roles which *must* exist for the club to have a successful Executive Committee.

ROLE TITLE	DEFINITION/RESPONSIBILITY
Chairperson	● Responsible for conducting meetings efficiently. ● Ensuring that the club executive and sub committees are functioning effectively. ● Show leadership and inspire confidence.
Vice Chairperson	● Support the Chairperson in all their duties. ● Be available to stand in in the absence of the Chairperson.
Secretary	● Works closely with the Chairperson to ensure all administration is attended to. ● Requires an efficient, organised person who can attend meetings and takes the minutes & issues the agendas.
Vice Secretary	● Support the Secretary in all their duties ● Be available to stand in in the absence of the Secretary
Treasurer	● Key responsibility is the safe-keeping of the funds of the club. ● Maintain up to date income and expenditure records. ● Reporting the financial position of the club to the committee. ● Basic finance and book-keeping knowledge, discretion and organisation are needed for this role
Vice Treasurer	● Support the Treasurer in all duties ● Be available to stand in in the absence of the Treasurer
Public Relations Officer (PRO)	● Main function is to communicate with the general public on behalf of the club. ● Know the media and club contacts, be able to portray a positive image of the club. ● Needs to have good writing, communication and organisational skills.
Registrar	● The registrar is responsible for ensuring that all players in the club are officially registered. ● This role will be busy at one time of the year only and must hold up to date records – good administrative ability required.

Club Representative at Munster Branch and Hockey Ireland meetings	● The role of the club rep is to attend munster branch and Hockey Ireland meetings. ● It is essential that the club is represented at these meetings so 2 people in the role would ensure a more consistent attendance.
Child Welfare Officer	● The Children's officer must be selected NOT elected. Once selected they should become a member of the executive committee ● The main responsibility of the role is to ensure the code of ethics is adhered to at all times and all vetting of mentors/coaches etc and report to committee. ● Children's Officers are appointed within clubs to act as a resource for children and to represent them at committee level.
Designated Liason Person (DLP)	● A person who is responsible for reporting allegations or suspicions of child abuse and welfare issues to the statutory Authorities. This person will be a resource to anyone in the organisation/club who has a child protection/welfare concern.
Assistant DLP	● Assist the DLP ● Be able to stand in in the absence of the DLP
Juvenille Co-ordinator	● This role will be vital to ensure the club maintains a strong and active volunteer culture. ● The person in this role should be available to attend matches, meetings, and training sessions and have an approachable and positive attitude. ● The volunteer coordinator is a key link between the club and the community.
Mens Captain Ladies Captain	● The main responsibility of this role will be to liaise between the club coaches and the executive committee. ● This person should have an understanding of the coaching role and will feed back information to the executive from the teams.
Development Officer	● Responsible for the organization, development and delivery of a varied range of initiatives which will develop and expand the range of opportunities available for all the members of the club.
Kit Manager	● The kit manager will be responsible for all club kit – ordering, selling and sizing of kits for all players including training gear.
Safeguarding Audit Committee	● Chairperson, Secretary, DLP, Child Welfare Officer