

MIDDLETON 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	<ul style="list-style-type: none">• Responsible for conducting meetings efficiently.• Ensuring that the club executive and sub committees are functioning effectively.• Show leadership and inspire confidence.
Vice Chairperson	<ul style="list-style-type: none">• Support the Chairperson in all their duties.• Be available to stand in in the absence of the Chairperson.
Secretary	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Support the Secretary in all their duties• Be available to stand in in the absence of the Secretary
Treasurer	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Support the Treasurer in all duties• Be available to stand in in the absence of the Treasurer
Public Relations Officer (PRO)	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Assist the DLP • Be able to stand in in the absence of the DLP
Juvenile Co-ordinator	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Chairperson, Secretary, DLP, Child Welfare Officer