

## Mansfield Hockey Club – Committee Roles & Responsibilities:

<b>President</b>	Most senior ambassadorial Role – full oversight of the club at all levels and bestowing clubs core ethics and ethos across the club.
<b>Vice President</b>	Ambassadorial Role - oversight of the club at all levels and bestowing clubs core ethics and ethos across the club
<b>Chairman</b>	Lead the club, chair meetings and develop a direction for the clubs aims. Ensure all tasks are on target between meetings. Ensure correct governance of club is maintained. Managing events or actions that cause disrepute to the club.
<b>Secretary</b>	Minute taking during all meetings, point of contact with the league, governing bodies and third parties as required. Develop, maintain and issue club policies, forms and databases as required.
<b>Treasurer</b>	Manage and forecast club finances (incoming and outgoing). Production of end of year accounts for club acceptance. Approve spending and charge's proposals throughout season,
<b>Fixtures Secretary</b>	Arrange fixtures, preseason and summer league and ensure adequate teas arranged and provided for post-game hospitality. Arrangements of any rearranged / postponed fixtures via liaison from team captains.
<b>Umpire Secretary</b>	Arrange umpire appointments for all club games as required and advised by Team Captains. Dealing with any umpire issues or disputes as required ensuring continued participation of umpires and encouraging new umpires to be involved with the club at all levels
<b>Participation &amp; Development Officer</b>	Maximising numbers at training, ensuring junior and development players can develop throughout the club. The link between all club captains. Point of contact for disciplinary action with the league.
<b>Team Captains</b>	Ensure games are fulfilled with umpires arranged. Liaise with Performance & Participation Officer and Coaches to ensure player movements benefiting both club and player
<b>Fundraising &amp; Social Officers</b>	Arrange social events throughout the year and including end of season awards evening. Organise fundraising activities & events and seek sponsorship opportunities.
<b>Junior Affiliation Officer</b>	Coach the juniors, liaise with performance about promoting men's training in the development pathway. Provide feedback to the club regarding the performance of the junior section.
<b>Welfare Officer</b>	Arrange DBS checks and ensure children safety & those in vulnerable position is maintained at all times in line with the clubs adopted safeguarding policies.
<b>Non-Executive Committee Members</b>	Club member roles who have no direct responsibility but can assist when needed. They bring an impartial view to meetings and can openly speak on behalf of the committee