



ICE HOCKEY ACT



Position Descriptions

Elected Directors, Portfolio Directors and
Representatives

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Role of the Board

The Board is the decision-making group within the Association and manages the Association's affairs on behalf of the members. The Board comprises Directors (elected), Portfolio Directors (appointed) and Representatives (appointed). General responsibilities and duties for all members of the Board are listed below.

Responsibilities and Duties:

- Ensure the constitution, objects, aims, rules and regulations of the Association and the decisions and by-laws of the Board are respected and observed at all times
- Monitor the corporate affairs, governance and policies of the Association
- Obtain and maintain a general understanding of the business of the Association
- Attend and participate in meetings of the Association Board
- Co-operate, support and work with other Board members on strategic planning initiatives for the Association's short and long term development
- Ensure there is free and open two-way communication throughout the club
- Uphold a 'duty of care' to the Association and its members, including
 - A duty to act in good faith
 - A duty not to gain advantage by improper use of their position
 - A duty not to misuse information
 - A duty to act with diligence and care
- Support and encourage all Association members to respect and support the Ice Hockey Australia Codes of Conduct
- Be attuned to the interests of members and other interest groups
- Remain a registered financial member (individual or associate) or life member of the Association

Elected Directors

President

Role of President:

The President is to provide the principle leadership for the Association and the Board. The president is ultimately responsible for ensuring that the Association operates within its strategic and business plan, constitution and rules and regulations.

Responsibilities and Duties:

- Chair Board meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the Association in all legal and financial purposes
- Regularly focus the Board's attention on matters of Association governance that relate to its own structure, role and relationship to members
- Periodically consult with Board members on their role to help them to optimise their contribution
- Ensure that the Association is fulfilling all its responsibilities under the Incorporations Act and Association's constitution
- Ensure that the Association is implementing risk management strategies including relevant insurance cover
- Develop a knowledge and understanding of the constitution and Ice Hockey Australia (IHA) policies
- Communicate regularly with the Presidents of the other state associations and IHA
- Serve as a spokesperson for the Association when required
- Work with the Board to ensure:
 - goals and relevant strategic plans are developed, implemented and reviewed in order to achieve the objectives of the Association
 - the development of partnerships with local government, shared facility users and organisations that are relevant to the objectives of the Association

Desirable Attributes and Skills:

- Well informed of all Association activities and able to provide oversight
- Be able to develop good relationships internally and externally
- Be forward thinking and committed to meeting the overall goals of the Association
- A good working knowledge of the constitution, rules and duties of Board members
- Be able to work collaboratively with other Board members
- Highly developed communication skills and be a competent public speaker
- Be a good role model and a positive image for the Association in representing the Board in other forums (e.g. state delegate meetings)

Estimated Time Commitment:

The estimated time commitment required as the President is 2-5 hours per week. The President is generally appointed for a 2-year term.

Vice-President

Role of Vice-President:

The Vice President is to shadow the President in providing leadership and responsibility for the Association and the Board, and to step into the President's role where needed.

Responsibilities and Duties:

- In the event of the President being unable to fulfill his/her duties, to step into the role of President
- Coordinate Association planning to ensure appropriate plans are developed, presented to and reviewed by the Board, and enacted as required
- Represent the Association at meetings and forums as agreed with by the President
- Develop a knowledge and understanding of the constitution and Ice Hockey Australia (IHA) policies
- Other duties as nominated by the President and/or Board

Desirable Attributes and Skills:

- Be well informed of all Association activities and able to provide oversight
- Be able to develop good relationships internally and externally
- Be forward thinking and committed to meeting the overall goals of the Association
- A good working knowledge of the constitution, rules and duties of Board members
- Be able to work collaboratively with other Board members
- Highly developed communication skills and be a competent public speaker
- Be a good role model and a positive image for the Association in representing the Board in other forums (e.g. state delegate meetings)

Estimated Time Commitment:

The estimated time commitment required as the Vice-President is 2-5 hours per week. The Vice-President is generally appointed for a 2-year term.

Secretary

Role of Secretary:

The Secretary is generally responsible for the administration duties of the Association. This person will provide and receive correspondence for the Association and is the link between Association members, the Board and outside agencies.

Responsibilities and Duties:

- Receive, collate and respond to all Association correspondence in a timely manner
- Act as administration support to the President and Board as required
- In accordance with the constitution:
 - prepare the agenda for Association meetings and notify relevant people in a timely manner
 - take the minutes of meetings and distribute in a timely manner
 - call for and receive nominations for positions within the Association
- Establish and maintain proper records concerning all Association transactions, business, Board meetings and dealings, and ensure these records are available when required for reports, elections, referenda, other votes, etc.
- Ensure the Registrar maintains a current register of Association members including life members
- Maintain a register of all Association equipment and assets
- Maintain legal documentation including leases and titles, incorporation certificate, insurance policies and constitutions
- Ensure Association records are maintained with relevant government and industry bodies, including Office of Regulatory Services, Australian Business Register and Ice Hockey Australia
- Ensure suitable means of communication is in place for contacting Association members
- Develop a knowledge and understanding of the constitution and Ice Hockey Australia (IHA) policies
- May act as the Association's Public Officer

Desirable Attributes and Skills:

- Can communicate effectively
- Well developed written and oral communication skills
- Demonstrated organisational skills, time management skills and ability to work to deadlines
- Computer proficient and experienced in using Microsoft Office applications
- Good interpersonal skills and ability to work within a team environment
- Ability to maintain confidentiality on relevant matters
- Good administration skills and working knowledge of meeting procedures

Estimated Time Commitment:

The estimated time commitment required as the Secretary is 2-5 hours per week. The Secretary is generally appointed for a 2-year term.

Assistant Secretary

Role of Assistant Secretary:

The Assistant Secretary is to assist the Secretary in undertaking the administration duties of the Association, and to step into the Secretary's role where needed.

Responsibilities and Duties:

- Act as administration support to the President and Board as required
- Develop a knowledge and understanding of the constitution and Ice Hockey Australia (IHA) policies
- Assist in maintaining the Association's administration records
- Other duties as nominated by the Secretary and/or Board

Desirable Attributes and Skills:

- Can communicate effectively
- Well developed written and oral communication skills
- Demonstrated organisational skills, time management skills and ability to work to deadlines
- Computer proficient
- Good interpersonal skills and ability to work within a team environment
- Ability to maintain confidentiality on relevant matters
- Good administration skills and working knowledge of meeting procedures

Estimated Time Commitment:

The estimated time commitment required as the Secretary is 2-5 hours per week. The Secretary is generally appointed for a 2-year term.

Treasurer

Role of Treasurer:

The Treasurer is responsible for the management of the Association's accounts including budgeting, collecting and receipting of all monies and overseeing the financial direction of the Association. The Treasurer is required to report to the Board regularly on the Association's finances.

Responsibilities and Duties:

- Prepare annual Association budgets in conjunction with the President, and monitor Association budgets closely
- Provide advice to the Board in their management of the Association finances
- Ensure registration costs are made available prior to the commencement of player registration
- Maintain accurate records of all income and expenditure
- Receive and receipt all payments to the Association
- Issue invoices and statements where required
- Make arrangements for prompt payment of invoices as received
- Follow up outstanding accounts in a timely manner
- Provide an accurate monthly financial report detailing income and expenditure
- Arrange audit of the Association's books in preparation for the Annual Financial Report
- Maintain compliance with the Association's financial obligations with the Office of Regulatory Services, including lodgment of annual return at the end of each financial year
- Ensure development and Board review of financial policies and procedures
- Assist with the preparation of grant applications

Desirable Attributes and Skills:

- Experience and knowledge in working with budgets and financial records
- Demonstrated organizational skills, time management skills and ability to work to deadlines
- Ability to allocate sufficient time to maintain financial records on a regular basis
- Ability to work in a logical orderly manner
- A strong understanding of incorporation requirements including annual auditing
- Well developed written and oral communication skills
- Computer proficient and experienced in using Microsoft Office applications
- Ability to maintain confidentiality on relevant matters

Estimated Time Commitment:

The estimated time commitment required as the Treasurer is 2-5 hours per week. The Treasurer is generally appointed for a 2-year term.

Senior Delegate

Role of Senior Delegate:

The Senior Delegate represents the Association's senior players on the Board. The Senior Delegate is primarily responsible for the running of the senior leagues.

Responsibilities and Duties:

The Senior Delegate shall liaise directly with the Association's Board and Senior League Coordinators on all matters relating to the senior leagues. This includes, but is not limited to, fulfilling the following roles:

- Report incidents or concerns that have arisen within the senior leagues to the Board
- Follow up on issues relating to the senior leagues that are raised at Board meetings
- Inform senior League Coordinators of any changes in the running of senior leagues, develop appropriate strategies and ensure their implementation
- Respond to all correspondence relating to senior players and leagues in a timely manner
- Maintain a sound knowledge and understanding of the rules and regulations of the Association and Ice Hockey Australia
- Engage with players and be an active part of the senior ice hockey community

Desirable Attributes and Skills:

- Well developed written and oral communication skills
- Demonstrated organizational skills, time management skills and ability to work to deadlines
- Computer proficient
- Good interpersonal skills and ability to work within a team environment
- Ability to maintain confidentiality on relevant matters

Estimated Time Commitment:

The estimated time commitment required as the Senior Delegate is 2-5 hours per week. The Senior Delegate is generally appointed for a 2-year term.

Junior Delegate

Role of Junior Delegate:

The Junior Delegate represents the Association's junior players on the Board. The Junior Delegate is primarily responsible for the running of the junior leagues.

Responsibilities and Duties:

The Junior Delegate shall liaise directly with the Association's Board and Junior League Coordinators on all matters relating to the junior leagues. This includes, but is not limited to, fulfilling the following roles:

- Report incidents or concerns that have arisen within the junior leagues to the Board
- Follow up on issues relating to the junior leagues that are raised at Board meetings
- Inform junior League Coordinators of any changes in the running of junior leagues, develop appropriate strategies and ensure their implementation
- Respond to all correspondence relating to junior players/parents and leagues in a timely manner
- Maintain a sound knowledge and understanding of the rules and regulations of the Association and Ice Hockey Australia
- Engage with players and parents and be an active part of the junior ice hockey community

Desirable Attributes and Skills:

- Well developed written and oral communication skills
- Demonstrated organizational skills, time management skills and ability to work to deadlines
- Computer proficient
- Good interpersonal skills and ability to work within a team environment
- Ability to maintain confidentiality on relevant matters

Estimated Time Commitment:

The estimated time commitment required as the Junior Delegate is 2-5 hours per week. The Junior Delegate is generally appointed for a 2-year term.

Portfolio Directors

Registrar

Role of Registrar:

The Registrar is responsible to ensure that all players are correctly registered. The Registrar is responsible for establishing registration guidelines and maintaining a list of all registered members. The Registrar reports directly to the Association's Board.

Responsibilities and Duties:

- Maintain a register of Association members including life members
- Remain up to date with the registration process being adopted by Ice Hockey Australia (IHA)
- Maintain knowledge and understanding of IHA policies relating to player registrations
- Attend workshops relating to the registration process conducted by IHA
- Provide guidelines and instructions for members on how to register
- Provide information to IHA to gain an International Transfer Clearance (ITC) for international players
- Provide reports as requested to Board members and relevant coaches or league coordinators with details of registered players
- Adhere to privacy regulations when managing personal data

Desirable Attributes and Skills:

- Can communicate effectively
- Written and oral communication skills
- Demonstrated organisational skills, time management skills and ability to work to deadlines
- Computer literate, and willingness to learn new applications
- Good interpersonal skills and ability to work within a team environment
- Ability to maintain confidentiality
- Good administration skills

Estimated Time Commitment:

The estimated time commitment required as the Registrar is 1-3 hours per week. The Registrar is appointed for a 1-year term.

Referee-in-Chief

Role of Referee-in-Chief:

The primary role of Referee-in-Chief is to develop qualified referees using the training and guidelines of Ice Hockey Australia (IHA). A successful Referee-in-Chief will ensure that development opportunities are provided to less experienced referees, and occasionally this position will be asked to provide rule interpretations to the Board. The Referee-in-Chief reports directly to the Association's Board.

Responsibilities and Duties:

- Work closely with the league scheduler to develop game assignments ensuring each game has appropriate officials
- Ensure compliance with individual league officiating requirements
- Seek continuous improvement of officials by providing feedback through appraisals
- Balance game opportunities with all officials qualified to officiate, while recognising the need to have an official's experience be commensurate to the level of play
- Maintain a clear and accurate record of each official's completed assignment
- Be responsible for communications with the Treasurer to ensure officials are properly compensated for the games
- Work with IHA's Referee-in-Chief to train and mentor officials
- Represent the Association's officials at meetings of the Board as required

Desirable Attributes and Skills:

- It is desired that the Referee In-Chief be a minimum Level 3 Official
- Effective written and oral communication skills
- Demonstrated organisational skills, time management skills and ability to work to deadlines

Estimated Time Commitment:

The estimated time commitment required as the Referee-in-Chief is 1-3 hours per week. The Referee-in-Chief is appointed for a 1-year term.

Director of Coaching

Role of Director of Coaching:

The Director of Coaching is responsible for the training and development of local coaches and ensuring suitably qualified coaches are assigned to each team of the Association where required. The Director of Coaching reports directly to the Association's Board.

Responsibilities and Duties:

- Appoint coaches to teams who are qualified and suitable to coach at the required level
- Assist coaches in the development of a team/league coaching plan where required
- Deliver Ice Hockey Australia (IHA) accredited coaching courses as required
- Deliver presentations to Association members as required
- Recruit players from the Association to assist in coaching roles
- Deliver coaching clinics as required
- Work with team coaches and league coordinators to ensure the development needs of the players are addressed
- Advise the Board on coaching matters

Desirable Attributes and Skills:

- Extensive coaching experience
- Strong communication skills
- Demonstrated organisational skills, time management skills and ability to work to deadlines

Estimated Time Commitment:

The estimated time commitment required as the Director of Coaching is 1-3 hours per week. The Director of Coaching is appointed for a 1-year term.

Director of Player Development

Role of Director of Player Development:

The Director of Player Development will lead the development and implementation of a unified plan for the Association which will provide the basis to develop a player's skills and attitude to be prepared and competitive at all levels of play. The Director of Player Development reports directly to the Association's Board.

Responsibilities and Duties:

- Work with the Player Development Committee (PDC) to continually implement and revise the Association's player development plans
- Facilitate all player skill clinics as specified by the PDC
- Attend, at a minimum, one practice for all teams, at least monthly during the season
- Work with program coordinators in development of a well trained Association coaching staff
- Provide clear goals and objectives for player development
- Work with the PDC to deliver parent education programs to the Association
- Ensure that the Association is promoting age-specific skill development in all of their programs
- Organise and develop workshop and on-ice clinics for coaches in collaboration with the Coaching Director
- Drive the education and implementation of a dry land training program
- Work in conjunction with the PDC to establish coach and parent education meetings
- Provide reports directly to the Board as required
- Assist the PDC in recruitment and selection of coaches

Desirable Attributes and Skills:

- Strong communication skills
- Coaching background, with junior/youth hockey experience preferred
- Comfortable with teaching coaches and players, and communicating with parents
- Ability to communicate long term vision behind the goals and objectives
- Patience to achieve long term goals

Estimated Time Commitment:

The estimated time commitment required as the Director of Player Development is 1-3 hours per week. The Director of Player Development is appointed for a 1-year term.

Director of Women's Programs

Role of Director of Women's Programs:

The Director of Women's Programs is responsible for developing, promoting and implementing effective programs that support women's ice hockey and representing the ACT on the Ice Hockey Australia (IHA) Women's Council. The Director of Women's Programs reports directly to the Association's Board.

Responsibilities and Duties:

- Work with the Board to plan, develop and implement programs catering for female players, coaches and officials of all ages and skill levels. This may include initiating, coordinating and facilitating programs such as 'Come and Try' programs, IIHF 'World Girls Day' program and Women's Council camps
- Represent all female players, coaches and officials registered with our Association
- Attend IHA Women's Council meetings as required and provide a report on initiatives and development
- Contribute to the development of females in the sport by promoting, supporting, recruiting, developing and retaining females in all the various roles of ice hockey
- Provide input to the Board on issues relevant to women's' hockey
- Provide information to the Media and Public Relations Officer to promote women's programs
- Ensure effective systems and processes are operating within the women's program making effective use of all combined resources to benefit players
- With the support of the Board attend available training and workshops to develop skills and raise awareness of ice hockey
- Attend Board meetings as required

Desirable Attributes and Skills:

- Well developed written and oral communication skills
- Demonstrated organizational skills
- Good interpersonal skills and ability to work within a team environment
- A knowledge and understanding of the IHA rules and regulations

Estimated Time Commitment:

The estimated time commitment required as the Director of Women's Programs is 2-4 hours per week. The Director of Women's Programs is appointed for a 1-year term.

Member Protection Information Officer

Role of Member Protection Information Officer:

The Member Protection Information Officer (MPIO) is the first point of call for any enquiries, concerns or complaints of harassment or abuse. The MPIO provides support to members with concerns or complaints and provides information about local complaint resolution options available to address the individuals concern. The MPIO reports directly to the Association's Board.

Responsibilities and Duties:

- Be accessible and approachable to all Association members; provide support and listen to their complaints and concerns
- Provide information and options for member behaviour
- Keep up to date with information on harassment, discrimination and other forms of inappropriate behaviour
- Understand and follow Ice Hockey Australia policies and procedures in relation to Member Protection
- Maintain strict confidentiality
- Support and provide information to the Board as required
- Complete an accredited MPIO course

Desirable Attributes and Skills:

- Ability to provide support but not take over
- Good communication skills
- Excellent listening skills
- Conflict resolution skills (preferred)
- Ability to work independently and as a team
- Ability to maintain confidentiality on relevant matters

Estimated Time Commitment:

The estimated time commitment required as the MPIO is 1 hour per week. The MPIO is appointed for a 1-year term.

Tribunal Director

Role of Tribunal Director:

The Tribunal Director leads the tribunal and is a direct interface between tribunal members and the Association's Board. The purpose of the Tribunal is to determine all reports and charges arising out of the conduct of members within the Association, both on and off the ice. The Tribunal may also deal with matters referred to it directly by the Board. The Tribunal Director reports directly to the Association's Board.

Responsibilities and Duties:

- Chair all Tribunal hearings on which the Tribunal Director sits
- Consult with the Board on the appointment of Tribunal members as nominated by the Association
- Liaise with the Association in the convening of Tribunals; and in conjunction with the Association, maintain a database of all hearings and outcomes
- Report to the Board on the functioning of the Tribunal and the ongoing development and refinement of disciplinary procedures as administered by the Tribunal

Desirable Attributes and Skills:

- A sound knowledge and understanding of the IIHF rules and IHA Codes of Conduct
- An understanding of the functions and performance of disciplinary tribunals
- Ability to be independent and impartial, and act in a fair manner
- High level written and oral communication skills
- Legal experience or qualifications are not a pre-requisite, but may be advantageous

Estimated Time Commitment:

Usually the Tribunal Director is not required to commit anytime unless a Tribunal has been called. The Tribunal Director is appointed for a 1-year term.

Chief Medical Officer

Role of Chief Medical Officer:

The Chief Medical Officer is responsible for the coordination of first aid services and maintenance of equipment, and is to provide advice to the Board on medical matters when required. The Chief Medical Officer reports directly to the Association's Board.

Responsibilities and Duties:

- Care and maintenance of the Association's first aid equipment
- Ensure correct use of first aid equipment
- Ensure equipment is serviced when required
- Represent the club at specific meetings related to first aid matters

Desirable Attributes and Skills:

- Hold a first aid qualification
- Thorough understanding of first aid treatment
- Communicate effectively and possess good interpersonal skills
- Ability to maintain confidentiality on relevant matters

Estimated Time Commitment:

The estimated time commitment required as the Chief Medical Officer is 1 hour per week. The Chief Medical Officer is appointed for a 1-year term.

Equipment Officer

Role of Equipment Officer:

The Equipment Officer is responsible for the coordination and management of the Association's physical equipment to ensure a high standard of safety and presentation for games, training, events and other activities. The Equipment Officer reports directly to the Association's Board.

Responsibilities and Duties:

- Construct and manage the Association's Equipment Register
- Undertake the responsible care of all equipment to ensure safe working condition
- Recommend repair / replacement as required
- Provide a report on Association equipment including inventory and loans to the Board as requested
- Undertake equipment management tasks at the request of the Board
- Arrange for collection of loaned equipment when due
- Carryout a stock-take at beginning and end of season

Desirable Attributes and Skills:

- Ability to liaise with Team Managers, parents and players
- Good organizational and record keeping skills

Estimated Time Commitment:

The estimated time commitment required as the Equipment Officer is 1-3 hours per week. The Equipment Officer is appointed for a 1-year term.

Media and Public Relations Officer

Role of Media and Public Relations Officer:

The Media and Public Relations Officer is responsible for managing the Association's public image using tools such as the Association web site, social media platforms and local media resources, and use marketing tools to publicise the Association's events and activities. The Media and Public Relations Officer reports directly to the Association's Board.

Responsibilities and Duties:

- Write and edit the Association's media material such as website content
- Manage the timely creation of new content as requested by the Board
- Draft and design messages and announcements for the media under the direction of the Board
- Utilize simple marketing and promotional tools to promote the Association's events and activities, including web, social media and print
- Cultivate a good working relationship with the members of the Association

Desirable Attributes and Skills:

- Excellent communication and writing skills
- Good networking and interpersonal skills
- Ability to meet deadlines
- Some technical knowledge, especially in electronic or news media, would be advantageous
- Good organizational skills and ability to multitask
- An understanding of the diverse aspects of media and creativity
- A team player who coordinates well with others

Estimated Time Commitment:

The estimated time commitment required as the Media and Public Relations Officer is 1-4 hours per week. The Media and Public Relations Officer is appointed for a 1-year term.

Representatives

League Coordinator

Role of League Coordinator:

The role of the League Coordinator is to ensure that weekly league games are well organized and that the league runs smoothly from start to finish. The League Coordinator reports directly to the Senior or Junior Delegate.

Responsibilities and Duties:

- Liaise directly with the Registrar, team managers, coaches, score-keepers and officials
- Obtain a team list from each team manager in the league and confirm with the Registrar that all players are registered and have paid their league fees
- Ensure that all players are approved by the Senior or Junior Delegate to play
- Ensure a suitable score keeper is available for each game, and that an official score sheet is produced that is clear and legible
- Ensure each team has a sufficient number of players available at each game, including goalkeeper
- Ensure access to game equipment such as pucks, and that this equipment is returned at the completion of the game
- Ensure that game start and finish times are as per the published schedule
- Report any game incidents to the Senior or Junior Delegate
- Distribute information from the Senior or Junior Delegate to team managers, coaches, score-keepers and officials as required

Desirable Attributes and Skills:

- Effective written and oral communication skills
- Good organisational skills
- Good interpersonal skills and ability to work within a team environment

Estimated Time Commitment:

The estimated time commitment required as a League Coordinator is 2-4 hours per week. League Coordinators are appointed for a 1-year term.

Public Officer

Role of Public Officer:

The Public Officer acts as the contact between the Association and government regulatory bodies. The Public Officer may be contacted by regulators to provide information to the Association or to notify changes to legislation or procedures.

Responsibilities and Duties:

- Pass on information to the Board in a timely manner
- Maintain accurate records of all correspondence
- Represent the Association as instructed by the Board
- Notify the relevant government bodies (Office of Regulatory Services and Australian Business Register) of appointment of Public Officer within one month
- Notify the relevant government bodies of any change of address details within one month

Desirable Attributes and Skills:

- Good communication skills and record keeping ability
- The Public Officer must be over the age of 18 and reside in the Australian Capital Territory

Estimated Time Commitment:

The estimated time commitment required as the Public Officer is less than 1 hour per week. The Public Officer is an ongoing appointment.