



LOWER GREAT SOUTHERN HOCKEY ASSOCIATION INC

Membership & Development - Job Description

Position Title	Membership & Development Director
Location	Albany
Date Prepared	March 2023

Position Summary

Description	<ul style="list-style-type: none"> • Liaise with Development Officer when required; <ul style="list-style-type: none"> ➢ Supports and coordinates carnival selections. ➢ Maintains existing player base. ➢ Works with DO and coaches to increase skill level. • Review and process disputes and dispensation requests with assistance from Records Keeper. • Provides assistance to Programmes Director and associated sub-committees. <ul style="list-style-type: none"> ➢ Competition fixtures & umpiring roster. • Liaise with on field members (coaches, players, members etc) and provide conduit to committee for any official feedback regarding planned competitions, membership and development.
Responsible to	President and board
Positions supervised	Development Officer (jointly supervised with President)
Associated functions	Development Officer Programs Director Umpires Coordinator Records Keeper Junior Committee
Role duration	12 months; planned that incumbents sit for period of three terms
Time commitment	~ 3 – 4 hours/week; high workload Feb - May
Employment status	Volunteer
Constitutional functions	Nil

Key Responsibilities

Promotion	<ul style="list-style-type: none"> • Maintains existing player base • Coordinate player recruitment strategies • Identify and apply for subsidies to local players who have achieved higher status/representation.
Facilitation	<ul style="list-style-type: none"> • Works with DO and coaches to identify and rectify skill and game development gaps (Junior & Senior players) • Acts as conduit between players/parents/board
Administration	<ul style="list-style-type: none"> • <u>Operations</u>: Liaise with DO and Coaches Coordinator regarding development programs; liaises with Umpires Coordinator to ensure ongoing official development programs



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	<ul style="list-style-type: none"> • <u>Planning</u>: Oversee junior development and organisational structure (if applicable); coordinates registration days; coordinate and support carnival selections to ensure successful events. • <u>Reporting</u>: Relays parental concerns to board • <u>Strategy</u>: Participate in strategic planning sessions, particularly around player recruitment, retention and releasing potential; ensures that membership types reflect the growing needs of the Assoc.
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Key Deliverables

Priority 1	<ul style="list-style-type: none"> • Review and process disputes and dispensation requests with assistance from Records Keeper. • Develops strategies and tactics to prevent players leaving the game. • Assists in identifying and assisting those players of outstanding potential in furthering their careers.
Priority 2	<ul style="list-style-type: none"> • Develops strategies and tactics to recruit new or lapsed players. • Assists in identifying those juniors that require specific skill training to assist in their development.
Priority 3	<ul style="list-style-type: none"> • Develop new player information pack • Assist with new players who approach the LGSHA are placed fairly in teams. • Designs team structure

Qualifications, skills, attributes

Essential Criteria	<ul style="list-style-type: none"> • Organised, structured. • Excellent communicator/facilitator. • Impartial. • Astute listener and watcher of the game and people.
Desirable Criteria	