



Lower Great Southern Hockey Association

Club Delegate - Job Description

Position Title	Club Delegate
Location	Albany
Date Prepared	March 2015

Position Summary

Description	Provides primary, two-way, communication between management committee and their club
Responsible to	Board
Positions under Supervision	Nil
Associated functions	Liaises with other clubs
Role duration	12 months
Time commitment	~ 2 – 3 hours/month
Employment status	Volunteer
Constitutional functions	Attends meetings

Key Responsibilities

Facilitation	<u>In a timely manner:</u> <ul style="list-style-type: none">• Ensures clubs and committee are kept informed of the other's activities• Collates club issues to bring to committee meetings• Communicates board decisions/actions/important dates to clubs
Support	Support board decisions when promoting to clubs
Administration	<ul style="list-style-type: none">• <u>Registration</u>: ensures club members are registered• <u>Records</u>: review fixtures and provide feedback to Records Keeper; notifies board and Records of any scheduling issues in a timely manner• <u>Dispensations</u>: notifies the board of any dispensations in a timely manner;• <u>Reports</u>: submit report on behalf of club

Qualifications, skills, attributes

Essential Criteria	<ul style="list-style-type: none">• Good interpersonal, facilitation and networking skills• Clear and concise oral and written communicator• Ability to negotiate between members
Desirable	<ul style="list-style-type: none">• Experience with committees• Sound knowledge of competition requirements