



LOWER GREAT SOUTHERN HOCKEY ASSOCIATION INC

President – Job Description

Position Title	President
Location	Albany
Date Prepared	March 2023

Position Summary

Description	Promote the Association and coordinate all Association administrative and governance functions.
Responsible to	Board and Association
Positions under supervision	Vice President, Treasurer, Secretary, Membership & Records, Facilities, Marketing, Programmes, Various volunteers, Hockey Development Officer, Records Keeper
Associated functions	Coaches Liaison, High Performance Liaison, Grounds Controller, Clubroom Manager, Umpires Coordinator, Uniforms Coordinator, Club Delegates
Role duration	Maximum period of 3 years.
Time commitment	~ 5 – 10 hours/week over year
Employment status	Volunteer
Constitutional functions	<ol style="list-style-type: none"> 1. The President shall have the right to preside at all meetings of the Association and preserve order thereat; 2. Convene or instruct the Secretary to convene all meetings of the Association or its Committee; 3. Prepare an annual report for the Annual General Meeting; 4. Have a casting vote in addition to an ordinary vote at all meetings of the Assn; 5. Shall be allowed Presidency for a maximum of three (3) consecutive years.

Key Responsibilities

Promotion	<ul style="list-style-type: none"> • Promote hockey and the Association in the region. • Network widely through sporting bodies and LGAs. • Represent the Association at relevant events.
Facilitation	<ul style="list-style-type: none"> • Chair and control routine and extraordinary meetings and AGM. • Flush-out and deal with conflict
Administration	<ul style="list-style-type: none"> • <u>Finance</u>: Monitor budgets and expenditure • <u>Strategy</u>: Monitor progress against strategic plan • <u>Planning</u>: Facilitate planning • <u>Reporting</u>: meet reporting deadlines as advised by Secretary, LGAs and DSR.

Key Deliverables



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Ex-Strategic Plan	<u>Priority Area 1: Leadership and Governance</u> <ul style="list-style-type: none"> • Support clubs with incorporation • Update by-laws • Governance training for exec committee • Induction for new exec member • Agreed board charter • Annual board check-in on performance and improvement • Confirm lease arrangement with COA • Make regular contact with COA to discuss facilities • Seek opportunities to engage and communicate with Hockey WA • Annual report on strategic achievements sent to Hockey WA • Annual invitation for regional visit or reciprocal meetings • Ensure LGS HA policies and procedures align with Hockey WA • Undertake SWOT and PESTLE annually • Adhere to and promote strategic plan • Incorporate strategic plan into committee agenda and meetings • Annual report on strategic plan achievements included in AGM and committee reports • Establish risk management plan • Review and update risk management plan annually
	<u>Priority Area 2: Player Pathways</u> <ul style="list-style-type: none"> • Identify and support the delivery of agreed KPIs for the DO, in line with the strategic directions and Hockey WA directions
	<u>Priority Area 5: Volunteers</u> <ul style="list-style-type: none"> • Identify roles for volunteers within the association • Identify volunteer coordinator • Develop job descriptions for volunteers • Continue to refine volunteer/membership database to identify volunteer skills and opportunities • Consider targeted campaign and direct approach to establish volunteer base • Annual survey of members/volunteers determine needs, concerns, satisfaction and support required • Targeted approach to members with specific skill sets • Volunteer Recognition and Acknowledgement at social function (VIP's) • Information Packs and resources to support volunteer positions
	<u>Priority Area 6: Facilities</u> <ul style="list-style-type: none"> • Discuss and engage with Hockey WA on regional facility needs • Establish a Future Facility sub-committee to review and make recommendations • Identify and explore potential funding and grant pools



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	<ul style="list-style-type: none">• Develop longer term (by 2025) wish list for regional hockey facilities. Consultation with key-stakeholders (COA, Hockey WA)
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Qualifications, skills, attributes

Essential Criteria	<ul style="list-style-type: none">• Experience in a leadership role• Experience with planning & operations• Strong interpersonal, facilitation and networking skills• Well-developed decision-making skills• Excellent listener• Ability to delegate• Clear and concise oral and written communicator
Desirable Criteria	<ul style="list-style-type: none">• Experience with boards of management, incorporated organisations• Experience as a company director or similar• Good working knowledge of Association by-laws and constitution• Sound hockey knowledge and experience across playing, coaching, officialdom and administration• High capacity person who can manage multiple competing agendas