TBHA ASSOCIATION’S BOARD APPLICATION PAK

POSITION RESPONSIBILITY OVERVIEW FOR 2019

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PRESIDENT** | | |  | | |
| **KEY OBJECTIVE** | | To support the Association Board and our Volunteers/Staff through good leadership and most importantly provide a positive environment for our Association to grow, develop and secure our future and engage business and local council’s participation in our Association. | | | |
| **SKILLS REQUIRED** | | Experience and/or proven ability to fill a leadership role; have a good understanding of budget oversight, people management and or experience and modern management practises.  The ability to engage with people and speak in public. | | | |
| **ADMIN OFFICER SECRETARY/TREASURER (Pd)** | | |
| **KEY OBJECTIVE** | | To maintain high standards of financial, administration, record keeping and communication to the standard required of the Board and members and in accordance with legal requirement. Ensure the financials are managed in accordance with the finance professional’s requirements, organisation policy and within budget. | | | |
| **SKILLS REQUIRED** | | High standard of competency on Microsoft Word, social media and email, including experience and/or ability to manage and deliver general administration and communication requirements and high level of competency or ability to use financial packages such as Xero, MYOB. High level of understanding of modern modes of communication. | | | |
| **REVENUE DIRECTOR-** | | |
| **KEY OBJECTIVE** | | To oversee and deliver sponsorship, fundraising and other income opportunities and to oversee the Association finance and budget requirements in accordance with Association policy. | | | |
| **SKILLS REQUIRED** | | Experience and/or proven ability to manage revenue opportunities and to monitor budgets and financial reporting | | | |
| **HOCKEY COMPETITIONS AND FIXTURES DIRECTOR** | | |  | | |
| **KEY OBJECTIVE** | | To assist the Association Board, manage and deliver the competition and competition service delivery standards and oversee Players, Coaching, Officials Pathways and Representative System. | | | |
| **SKILLS REQUIRED** | | Experience and/or proven ability to project manage people and proven high level understanding of Hockey and our players’ and technical personnel’s development pathways and service delivery needs. | | | |
| **FACILITY DIRECTOR** | | |  |
| **KEY OBJECTIVE** | | Facility, Turf, Grounds and Equipment: management, maintenance and repair including facility development and equipment replacement oversight. | | | |
| **SKILLS REQUIRED** | | Experience and/or proven ability in the requirements for, or demonstrated ability to learn, asset and facility management and the ability to project manage people. | | | |
| **PARTICIPATION DIRECTOR** | | |  | | |
| **KEY OBJECTIVE** | | To assist the Association increase participation and retention rates, oversee the delivery of introduction, modified, schools and social Hockey, marketing participation initiatives and programs deliver standards and players pathway to Association Hockey | | | |
| **SKILLS REQUIRED** | | Experience and/or proven ability to project manage people and proven high level understanding of Hockey and how it can be at the modified. | | | |
| **REP AND EVENTS DIRECTOR** | | |  | |
| **KEY OBJECTIVE** | To assist the Association manage and oversee the Association player and officials representative pathway system and oversee the management and delivery of Association championships and or events | | | |
| **SKILLS REQUIRED** | Experience and/or proven ability to project manage people and proven high level understanding of Hockey representation pathways and systems. | | | |

**Volunteer Reward offered for all volunteer board positions is $525**

**If you are interested in one of the above volunteer positions please complete the application form available from your club or the Association Admin Officer**