COMMITTEE ROLE DESCRIPTION - CLUB PRESIDENT (OPTIONAL)

ENGLAND HOCKEY

CLUB PRESIDENT (OPTIONAL)

Role purpose

The Club President is an honorary or ambassadorial role that supports the profile, heritage and values of the Club.

Unless expressly provided for within the governing document, the President does not hold executive authority or make operational decisions.

Key responsibilities

The President may:

- Act as an ambassador for the Club.
- Attend significant Club events.
- Support relationships with members, former members and community partners.
- Promote the history and values of the Club.
- Support fundraising and recognition activity.
- Provide advice or support when requested.
- Chair ceremonial aspects of the Annual General Meeting where permitted.
- Promote positive relationships between the Club, England Hockey and the wider hockey community.

Boundaries of the role

The President should not:

- Direct the Committee or operational workforce.
- Make decisions on behalf of the Club without delegated authority.
- Become involved in complaints, discipline or safeguarding matters unless formally appointed and free from conflict.
- Present personal views as formal Club decisions.

Appointment, Term of Office and Review

Each role holder will be appointed or elected in accordance with the Club's governing document.

The normal term of office will be [insert term], subject to any limits set out in the governing document.

Role holders may be required to:

- Complete an application or nomination process.
- Declare conflicts of interest.
- Sign the Committee Code of Conduct.
- Complete relevant induction and training.
- Undertake a DBS check where the role is eligible and required.
- Complete registration or approval processes required by England Hockey.
- Participate in an annual role review.

Role descriptions should be reviewed:

- At least every [two/three] years.
- Following a change to the governing document.
- Where responsibilities significantly change.
- Following a serious incident or governance review.
- When required by England Hockey.

Handover Requirements

At the end of a term, each role holder should provide an appropriate handover, including:

- Current priorities and outstanding actions.
- Relevant records and documents.
- Account access and passwords using a secure process.
- Contact details for key stakeholders.
- Upcoming deadlines.
- Known risks or unresolved matters.
- England Hockey submissions, registrations or actions that remain outstanding.
- Equipment, keys or assets held on behalf of the Club.

No outgoing role holder should retain Club records, personal data, passwords or property after their authority has ended