# COMMITTEE ROLE DESCRIPTION - GENERAL COMMITTEE MEMBER

ENGLAND HOCKEY

## GENERAL COMMITTEE MEMBER

**Role purpose**

A General Committee Member contributes to the collective governance, leadership and development of the Club.

The role may also include responsibility for specific projects or areas of work.

**Accountable to**

The Club's members and the Committee.

## Key responsibilities

The General Committee Member will:

- Attend and contribute to Committee meetings.
- Review information and papers before meetings.
- Participate in collective decision-making.
- Support agreed Club priorities and actions.
- Provide constructive scrutiny and challenge.
- Declare and manage conflicts of interest.
- Undertake specific tasks or projects as agreed.
- Support events, consultations and member engagement.
- Promote the Club's values and expected standards.
- Raise concerns relating to governance, safeguarding, finance, safety or conduct.
- Support the induction of new Committee members.
- Contribute to succession planning and effective handover.
- Support compliance with relevant England Hockey requirements.

## Skills and attributes

The General Committee Member should demonstrate:

- Commitment to the Club.
- Reliability and integrity.
- The ability to work collaboratively.
- Willingness to contribute and challenge constructively.
- Respect for confidentiality.
- A commitment to safe and inclusive sport.

## Estimated time commitment

Approximately [insert number] hours per month.

**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.