

# West Board Chair of the Board



## Purpose

To provide vision, leadership and business planning to lead and develop all aspects of the West Area, from playing and development to running the administration and fundraising. Ensuring that support for succession planning is in place, for the benefit of all.

## Key Tasks of the Role

### 1. Lead West Area meetings

Chair West Board and West Management Committee meetings. Attend (if required) any Sub-Committee meetings concerning key policies and facilitate any Special/Annual General Meetings, working closely with the Operations Director to prepare the agendas, minutes, and Annual Reports for these meetings.

- Set the Board agenda and provide leadership for the West Board and the West Area.
- Ensure the effectiveness of the West Board and that Directors receive accurate, timely and clear information.
- Ensure West Board's decisions are implemented.
- Act as Chair at meetings and the AGM.
- Provide an unbiased view on discussions and casting vote on any unresolved issues.
- Lead the creation of the West Area Plan in line with the England Hockey Strategy.

### 2. Implement policies and strategies and key governance functions

- Ensure that the West Area is aligned to relevant rules and regulations and support the development of updated policy where appropriate.
- Ensure the West Area complies with the necessary governance responsibilities including AGMs and responsibilities as a limited company.

### 3. Ensure West Area representation

- Make sure the West Area is represented at National meetings.
- Attend and contribute to the 8 Areas Standing Committee.
- Attend the England Hockey AGM and any other key consultation meetings.
- Ensure the West Area has a representative at 8 Area Functions and key consultation meetings.
- Engage with clubs and other local hockey organisations as required to ensure the views of the membership of the West Area is heard in decision making.

## Is this Role for you?

If you are a charismatic and inspiring leader with experience in effective management and business administration (including running companies), strong communication skills, and a diplomatic and discreet manner, you could hold a prestigious, highly respected position within the West Area.

# West Board Vice Chair of the Board



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## Purpose

To support the Chair in providing the vision, leadership and business planning to help develop all aspects of the West Area, from playing and development to running the administration and fundraising. Ensuring that support for succession planning is in place, for the benefit of all.

## Key Tasks of the Role

- To understand the responsibilities of the Chair and to perform those duties in the absence of the Chair (see Chair of Board Role Description).
- To support the Chair and undertake work assigned by the Chair.
- To attend all West Board Meetings and participate as a vital part of the West Board leadership.
- To chair the Directors meetings in the absence of the Chair.

## Is this Role for you?

If you are aspiring to be a future leader, develop experience in effective management and business administration, have strong communication skills, and a diplomatic and discreet manner, you could hold a prestigious, highly respected position within the West.

# West Board Governance Director



## Purpose

To be responsible for promoting good corporate governance and educating members, embedding and documenting good practice within the West. Supporting the promotion of a proactive approach to player welfare and safety. Ensuring the data management systems are used appropriately and that information is held safely and kept updated, to help contribute to the efficient running of the West Area. Establish credibility with stakeholders, including local authorities and educational establishments and help to maintain the integrity of the England Hockey brand to attract potential sponsors.

## Key Tasks of the Role

### 1. Facilitate knowledge and understanding of good governance

Ensure all West Board members understand what good corporate governance looks like and that the West ensures appropriate measures are put in place and actions followed through relating to all governance expectations.

- Work with the West Board and the West Area to promote safeguarding, diversity and inclusion and ensure compliance with England Hockey's Rules and Regulations in place
- Facilitate the operation of the Nomination & Remuneration committee as appropriate
- Oversee the governance process of the Annual General Meeting
- Develop and implement processes to sustain and promote good corporate governance, keeping regulations and policies under review
- Oversee the West Area responsibilities as a limited company.

### 2. Implement policies and strategies

Working with the West Board, liaise with England Hockey to ensure West Hockey has adopted and implemented key policies. Utilise England Hockey's Safe Hockey Policy and guidelines, work with other key personnel to support wider best practice and ensure that all policies are embedded within the West's delivery of activity. Make sure the West is represented at National meetings in relation to governance.

### 3. Compliance and Reporting

Ensure that the West complies with GDPR and has appropriate data sharing agreements in place. Ensure there is a process in place to keep accurate records, monitor injuries and report incidents/injuries as they happen in line with England Hockey Regulations. Ensure that where appropriate DBS checks are in place.

### 4. Contracts with third parties

- Review the terms of any proposed contract to ensure that it complies with the company's corporate governance policies.
  - Undertake a full risk assessment on any proposed contract with an indemnity clause in favour of the supplier
- Prepare draft contracts for the engagement of self-employed individuals

## Is this Role for you?

If you are familiar with the vision of the West Area, well-respected, comfortable managing details in a careful and methodical manner with an appreciation of the importance of keeping accurate data records and good at managing people, you could hold a pivotal role that will have a direct hand in improving the success of West Hockey, making sure that hockey is played in a safe and enjoyable environment with player welfare at the heart.

# West Board Operations Director



## Purpose

To support the Chair and West Board in the achievement of Strategic objectives and to provide an efficient administration service to the West, ensuring the West Area functions run smoothly and effectively. Be the main communication link between internal and external stakeholders embedding effective membership consultation and communication channels.

## Key Tasks of the Role

### 1. Lead the operations of the Area effectively

Lead the administrative organisation of the AGM, West Board of Directors and West Management Committee meetings, ensuring agendas, paperwork and minutes are up to date. Ensure the distribution of the right paperwork to relevant individuals in the organisation.

- Notify all members of the Board of Directors and the Management Committee of all meetings.
- Notify all members of the Annual General Meeting and General Meetings.
- Work closely with the Chair to prepare and issue all agendas for and minutes of all Board of Directors meetings, Management Committee meetings, Annual General Meeting and General Meeting any other 'ad hoc' meetings as required.
- Keep signed copies of all meeting minutes on file.

### 2. Manage and maintain record keeping

Manage all inward and outward West Hockey correspondence; manage all legal and insurance matters, in conjunction with other relevant members.

- Deal with all West Area correspondence, distributing to relevant officers for response where required.
- To carry out or delegate all of the administrative duties thereby enabling the West Area and its members to function effectively.
- Work alongside the Finance Director to maintain the register of members.
- Maintain non- financial statutory records and filings at Companies House.

### 3. Maintain communication between other bodies

Communicate any important matters between England Hockey, Counties and clubs, demonstrating a thorough understanding of the roles of each respective body and provide all details as necessary to England Hockey and Counties.

- Regularly update the West Hockey website and social media channels
- Co-ordinate, prepare and distribute Newsletters at regular intervals
- Take all reasonable steps to protect and maintain corporate identity
- Ensure that West Hockey branding is in accordance with the EH guidelines.
- Oversee and manage all contracts of sponsorship, commercial partnerships & advertising.
- Be the main point of contact for the data management IT system

### 4. Recruitment of Volunteers and Paid Roles

- Manage the recruitment of volunteers and paid roles
- Ensure contracts are in place, liaising with the Governance Director as appropriate

## Is this Role for you?

If you are a capable manager who gets things done through strong communication, IT and delegation skills, and has experience in administration and meeting procedures, you could hold a high profile and highly respected post in West Hockey.

# West Board Finance Director



## Purpose

To manage the West Area finances, contribute to strategic business planning and review and recommend financial policies and controls for West Hockey to enable appropriate management information is available to underpin Board decisions. Provide contributions as a Director to the West Board of Directors.

## Key Tasks of the Role

### 1. Lead on all West Area financial issues

Plan and monitor all short- and long-term financial activity ensuring Directors and Sub Committees are engaged in the process and understand their responsibilities to deliver the plans.

- Plan and monitor delivery of a long/Medium term financial vision
- Produce and manage an annual budget
- Prepare and present end of year financial report
- Keep the West Board of Directors informed of any trends and issues
- Attend West meetings and report on the West Area finances
- Primary signatory on the West Hockey bank accounts.

### 2. Financial Compliance and Governance

Ensure all financial activity undertaken by West Hockey complies with current legal requirements and best practice including preparation and submission of any relevant statutory documents, including VAT, Tax, Grant reports etc.

- Manage West Area Finances in accordance with the financial procedure regulations in place
- Prepare Annual accounts and be responsible for filing statutory financial accounts
- Prepare and submit any other financial reports required by external bodies
- Identify and implement necessary internal and external audit requirements

### 3. Management of financial transactions

Working in conjunction with the Treasurer (or bookkeeper or Sub Committee) and utilising accounting software as required manage all financial transactions.

- Record and monitor all transactions and ensure the standing committees maintain accurate records of income and expenditure.
- Coordinate timely payments to suppliers and ensure that all appropriate documentation is obtained.
- Ensure West Hockey has received relevant membership fees. Working in conjunction with the Operations Director to monitor membership subscriptions
- Issue invoices to membership and monitor collection of all fees.

### 4. Lead on commercial or relationship contracts

Working with other West Directors as appropriate put in place, and manage where appropriate, any necessary commercial arrangements or service contracts with external partners including, for example, providers of insurance, I.T services, sponsorship or coaching.

# West Board Finance Director



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- Ensure robust, fair and transparent commercial arrangements are in place and reviewed as appropriate for all services, goods or relationships purchased or offered by West Hockey
  - Ensure any insurance arrangements are reviewed and renewed annually
  - Support other West Directors and Sub Committees in the introduction of revenue streams in order to generate income for development of West Hockey.

## Is this Role for you?

If you are financially knowledgeable, with experience covering skills such as accounting, VAT returns, PAYE and commercial contracts we would love to welcome you to the Hockey Family. Your financial acumen, accurate recording keeping, computer and numerical skills along with a meticulous and efficient manner could fulfil a respected role enabling the delivery of an exciting and inclusive sport for the many participants and supporters in the West Area.