COMMITTEE ROLE DESCRIPTIONS OVERVIEW

ENGLAND HOCKEY

Club	[Club name]
Policy owner	Club Chair / Secretary
Approved by	[Management Committee/Board]
Approval date and version	[DD Month YYYY] | Version [1.0]
Next review date	[DD Month YYYY]

Template note: Replace all text in square brackets, check the document against the club constitution, governing-body rules, facility requirements and insurance conditions, and formally approve the final version. This template is general guidance and is not legal advice.

COMMITTEE ROLE DESCRIPTIONS

1. Purpose of the Committee

The Committee is responsible for the effective governance, leadership and oversight of [Club name].

Committee members are expected to act collectively in the best interests of the Club, its members and participants. They should support the Club's purpose, comply with its governing document and policies, and contribute to safe, inclusive and sustainable participation.

These role descriptions should be read alongside the Club's:

- Constitution or governing document
- Committee Terms of Reference
- Code of Conduct
- Conflict of Interests Policy
- Safeguarding Policies
- Financial Controls Policy
- England Hockey rules, regulations, policies and guidance

2. Expectations of All Committee Members

All Committee members are expected to:

- Act in the best interests of the Club.
- Support the Club's aims, values and strategic priorities.
- Attend and contribute to Committee meetings.
- Prepare for meetings by reading papers and reports in advance.
- Participate in informed, constructive and objective decision-making.
- Declare and appropriately manage any actual, potential or perceived conflicts of interest.
- Maintain confidentiality where information is sensitive or restricted.
- Promote equality, diversity, inclusion and fair treatment.
- Support a safe and welcoming club environment.
- Follow the Club's safeguarding, health and safety, data protection and financial procedures.
- Comply with relevant England Hockey rules, regulations, policies and guidance.
- Ensure that decisions are properly recorded and implemented.
- Challenge inappropriate behaviour, poor practice or weak governance.
- Undertake relevant training and development.
- Support succession planning and provide an effective handover at the end of their term.
- Act as an ambassador for the Club.

Committee members must not use their position for personal benefit or seek to improperly influence decisions.