



## Role Description - Adult Leagues and Competitions Chair

### Purpose

To provide vision, leadership and strategic planning in all aspects of the Area Adult Leagues & Competitions in line with England Hockey guidelines. To oversee the Area Adult League & Competition committee ensuring delivery and monitoring of a robust adult league and competition programme, with a high level of customer satisfaction.

### Key Tasks of the Role

#### 1. Arrange and lead meetings

Arrange and chair Adult League & Competition meetings, working closely with the committee to prepare the agendas, minutes and reports from these meetings. Ensure the effectiveness of the Adult League & Competition committee, reporting to the Board of Directors who receive accurate timely and clear information, including an annual budget. Unbiased view on discussions and casting vote on any unresolved issues.

#### 2. Implementation and delivery

Effectively manage and support the officers on the committee to complete their appointed tasks ensuring a consistent delivery of the Adult League and Competitions across the Area. Ensure the effective use of IT systems to enhance the administration process. Annually seek and act on feedback from members to ensure customer satisfaction. Use the latest legislation and England Hockey guidance to ensure health, safety and welfare policies are implemented.

#### 3. Reporting and representation

Accountable to the Area Board of Directors and represent the Adult League & Competition Committee at Area Management meetings. Ensure the Area Adult League & Competition Committee is represented at any Sub-Area, Area and National meetings.

### Is this Role for you?

If you are a leader with strong facilitation skills, have thorough knowledge of competitions and a diplomatic and discreet manner, you could help shape the future adult league and competitions within the Area, ensuring collaborative working between Area and its members.