

Cornwall Hockey Association
Secretary

Who will I be responsible to?

The Cornwall County Hockey Association Committee

Who will I be responsible for?

Liaise with other CHA sub-committee secretaries (if appointed) to ensure County Association understands all needs of Cornwall Hockey.

What is my role?

1. To be the 'principal administrator' for the County, dealing with all correspondence and distributing to relevant officers for response where required. Responsible for general administrative tasks.
2. Be the main point of contact for all matters raised by England Hockey, West Hockey and other bodies as necessary. There are matters that are circulated via CHA from league secretaries and these may also need to be distributed.
3. You will be responsible for compiling (in conjunction with others) and distributing agendas, recording the minutes of the AGM and committee meetings issuing them to the rest of the committee. Keep signed copies of all meeting minutes on file.
4. Keep an accurate set of contact details for all clubs within the County to ensure that correspondence is distributed to the appropriate people. GDPR is required to ensure that contact details are kept safe as necessary.
5. Regularly report back to the county committee on all correspondence as necessary.

What else can you tell me about the role?

The Club Secretary is a pivotal role within the County and, with the assistance of the Chairperson, should provide the main point of contact for clubs on most aspect of Cornwall's activities.

The secretary must be well organised, able to keep accurate minutes, able to work as part of a team, able to answer questions in meetings, prepared to take instant decisions when necessary.

They must have internet access and be contactable via email.

How much time will I need to give to the role?

Approximately 1-2 hours per week but this will vary on the time of year.

What tasks are involved?

1. Managing the County's correspondence and disseminating information to clubs.
2. Attend the Committee meetings and AGM. There are normally only 3no meetings a year plus the AGM – any extra are in exceptional circumstances. Face to face meetings are held centrally within the County (normally Victoria) but there could be a drive to move most to a virtual format to aid attendance and save time.

Signed: _____ Date:
Chair CHA

Cornwall Hockey Association
Secretary

3. Producing an end of year report for the AGM. Organise collection of all other officers' reports for the AGM and distribute to clubs as necessary.
4. Organise location and make booking for meetings as necessary. This could be for the AGM but may also be other events being hosted by CHA.
5. You may be asked to act as a secondary signatory on the County bank account (appointed as agreed by the CHA Committee).
6. Helping to prepare and submit any documents that are required (in conjunction with others).
7. Arranging handover or succession planning for the position.

Signed: _____ Date:
Chair CHA