

## **Cornwall Hockey Association**

### **Chairperson**

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#### **Who will I be responsible to?**

The Cornwall County Hockey Association Committee

#### **Who will I be responsible for?**

All committee members. Liaise with other CHA sub-committee chairs (as appointed) to ensure County Association understands all needs of Cornwall Hockey.

#### **What is my role?**

- Chair the Committee meetings. The AGM is chaired by the President as noted within the constitution.
- Assist the Club Secretary to produce the agendas for meetings. Review of minutes produced by secretary prior to distribution.
- Lead the committee in making decisions for the benefit of hockey in Cornwall. Aid with understanding any disciplinary matters subject to the requirements of the County Disciplinary Administrator.
- Represent an unbiased viewpoint allowing free discussion to take place.
- To have the casting vote on any unresolved County issues.
- Direct general affairs of the County Association.
- Represent the County at the West Area (if required) or delegate the responsibility to an alternative CHA Committee member.
- Attendance at Club Forum Meetings and work with EH Relationship Manager to review content of meetings. Report back to Committee following meeting (or at next committee meeting).
- Work with Club Welfare Officer to ensure appropriate policies are in place and followed.
- Support committee members and other volunteers in their roles to ensure the County strives to achieve its goals.
- Ensure that all County policies are updated and active. These can include (but are not limited to) the following:
  - Review of Constitution to ensure that this aligns with current thinking.
  - Review County Development Plan and ascertain a process for establishing the completion of tasks therein. Aid discussion of new tasks to keep the County forward thinking within its planned approach.
- Promote core values of England Hockey where Teamwork, Pride, Respect and Openness are central. Ensure that Cornwall Hockey is open to all participants irrelevant of race, gender or diversity.

#### **What else can you tell me about the role?**

As the Chair of the County, it is essential you are a strong leader who can be objective.

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Signed: \_\_\_\_\_ Date:  
Chair CHA

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You will need to support the Secretary in their work so it is essential that you have access to both telephone and email as a form of communication.

**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. Chair Committee meetings. Ensure minutes are kept of each meeting and agendas are followed. Arrange AGM date (with President) to ensure that this meets with the requirements of the Constitution.
2. Agree agendas with the secretary for committee meetings and the AGM (the later alongside the President). Prepare Chair report for AGM. Ensure reports are prepared and received by main committee members.
3. Ensure all correspondence is handled appropriately and in a timely manner.
4. Representative for the County at partner meetings, such as Area or Hockey Development Groups (or delegate an alternative attendee).
5. Act as a signatory on Cornwall Hockey Association Bank Account (subject to requirements on signatories).
6. Arranging handover or succession planning for the position.
7. Attendance at County Tournaments (not mandatory but always nice to be part of the celebrations).
8. Work to recognise and reward our Clubs and Volunteers. Promote and review candidates for the CHA 'Unsung Hero' Award. Help to promote the 'Good Spirit' trophy in conjunction with others.

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Signed: \_\_\_\_\_ Date:  
Chair CHA