

VACANCY – Post of Secretary – East Region Hockey Association

Applications are invited for the post of Secretary – East Region Hockey Association. This is a rewarding role for those who are committed to administration in the Region with particular emphasis on meeting organisation and recording (4 Board meetings annually plus AGM) together with communication and advise at all levels. Expenses are payable and a per meeting fee could be negotiated. The applicant will be expected to:

- Prepare and issue agendas and minutes of the Board and General Meetings in consultation with the President
- Arrange publication of minutes and Board reports, as deemed appropriate by the Board, on the Association's web-site
- Act as the main communication link, as appropriate, with EH and with other relevant external bodies
- Deal with general correspondence, and
- Give help and advice as required to the Executive, Board, Directorates, Committees and other constituent members of the Association

Applications should be submitted in letter format describing briefly your background incorporating a summary CV to John Hendy - johnstuarthendy@hotmail.co.uk by 28 February 2018

For additional information please contact John Hendy on 07976 838309