

## Norfolk Women's Hockey League League Management Committee

### Job Description for a League Division Secretary:

This Job Description sets out the main particulars of the work and communications to be undertaken by a Division Secretary: -

Date of Appointment	May 2019
Job Title	<b>Division Secretary</b> with full voting rights.
Section	League Management Committee of the Norfolk Hockey Association
Responsible to	The League Management Administrator
Responsible for	<p>Under the supervision of the League Management Administrator: -</p> <ol style="list-style-type: none"> <li>1. To administer a League Division.</li> <li>2. To report to each Committee meeting and to the AGM.</li> <li>3. To collect, collate and record the data available from the team sheets.</li> <li>4. To electronically record the results of each game, the goal scorers, the umpires and cards issued.</li> <li>5. To present this information to the League Management Committee meetings.</li> <li>6. To liaise with the Results Co-ordinator where games have been cancelled or postponed and where new fixture dates have been agreed.</li> <li>7. To respond to questions and queries which may arise from Clubs from time to time.</li> <li>8. To respond to complaints by investigating the complaint and then to bring the outcome of the investigation to the next meeting of the League Management Committee.</li> <li>9. To inform the League Administrator of the investigation.</li> <li>10. To present the complaint and the evidence to the League Management Committee who will agree the 'action to be taken'.</li> <li>11. The League Administrator will inform the Club or player of the Committee decision.</li> </ol>
Other Job Information	<ol style="list-style-type: none"> <li>1. The Division Secretary will keep an electronic record of all data so that, if necessary, reference may be made to it in the future.</li> </ol>
Principle Accountabilities	<ol style="list-style-type: none"> <li>1. The loyalty, duty and responsibility of the Division Secretary is to the League Management Committee and to the Norfolk Hockey Association.</li> <li>2. Until the minutes are published, all information arising from Committee discussions is confidential especially in terms of the names of players, Clubs, complaints, penalties and 'actions to be taken'.</li> <li>3. No member of the Committee may speak on behalf of the Committee or represent the Committee without the agreement of the Committee or the League Management Administrator.</li> </ol>

I have read and understand the job description and accept that this represents my duties and responsibilities towards the League Management Committee.

Signed:

Division Secretary for Division .....

Date: