

Norfolk Women's Hockey League League Management Committee

Job Description for the Junior Development Secretary:

This Job Description sets out the main particulars of the work and communications to be undertaken by the Junior Development League Secretary: -

Date of Appointment	May 2019
Job Title	Junior Development League Secretary with full voting rights.
Section	League Management Committee of the Norfolk Hockey Association
Responsible to	The League Management Administrator
Responsible for	Under the supervision of the League Management Administrator to: <ol style="list-style-type: none"> 1. Administer a Junior Development League. 2. To collect, collate and record the data available from the team sheets and to present a league table to the League Management Committee. To record the goal scorers. 3. To respond to any complaints by investigating the complaint and then to bring the outcome of the investigation to the next meeting of the Management Committee. Decisions on 'action to be taken' are made by the League Management Committee only. 4. To inform the League Administrator of progress on any investigation. 5. To liaise with the Results Co-ordinator where games have been cancelled or postponed. 6. To respond to questions and queries which may arise from Clubs from time to time. 7. To make a written report to each Committee meeting and to the AGM.
Other Job Information	1. The Junior Development League Secretary will keep an electronic record of all data taken so that, if necessary, reference may be made to it in the future.
Principle Accountabilities	<ol style="list-style-type: none"> 1. The loyalty, duty and responsibility of the Junior Development League Secretary is to the League Management Committee and to the Norfolk Hockey Association. 2. Until the minutes are published, all information arising out of Committee discussions is confidential especially in terms of the names of players, Clubs, complaints, penalties and 'actions to be taken'. 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.

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

Signed:

Junior Development League Secretary

Date: