

Broxbourne Sports Club

Role Description: Hockey Section Rep

Reports to: Chairs of Sports Club and Hockey Section Committees

Purpose of the Role

- To provide a link between the Hockey Section committee and the Sports Club Committee
- To ensure that the hockey section's interests are represented on the Sports Club Committee

Main responsibilities

Links between committees:

- Attend Sports Club Committee meetings or arrange for a suitable alternate to attend
- Brief and debrief the alternate when this happens
- Attend Hockey Section committee meetings
- Provide reports and updates for the Sports Club Committee on relevant hockey section matters
- Ensure that the Hockey Section Committee is informed about all relevant matters discussed at the Sports Club Committee

Represent Hockey Section interests:

- Be aware of and able to explain hockey section views on agenda items coming up at the Sports Club Committee
- Request agenda items for Sports Club Committee meetings with the Chair/Secretary if they are deemed necessary by the Hockey Section Committee
- Have a knowledge of the hockey section budget and be able to contribute to discussions about club finance matters at the Sports Club Committee
- Read the draft minutes of the Sports Club Committee and note any inaccuracies providing corrections to the minute-taker