

Ice Hockey Queensland Inc Policy Document

Role and Responsibilities

Position: Secretary

Reporting to: The President
The Vice President

Responsible for: Overseeing the administrative functions of IHQ by:

Duties:

- Shall be authorized to sign, coordinate and correspond on behalf of IHQ
- Prepare the agenda for all Executive or Board, or General Meetings
- Record and prepare the minutes of all meetings and see to the timely distribution of those minutes within 7 days of the said date of the meeting
- Establish and maintain proper records of transactions and business conducted by IHQ
- Retain and adequately archive and store all records in accordance with standard record retain practices.
- Assist the Treasurer and President in preparing a annual budget
- Ensure that all IHQ members have access to IHQ regulations and policies
- Assisting in the development of strategic and policy direction for IHQ
- Attending and/or filling in the role of the President if he/she are unable to attend Annual General Meetings, Special General Meetings, Executive Committee meetings and Committee of the Whole meetings
- Ensuring that the clubs and leagues of IHQ are administered in a manner consistent with IHQ's policies and procedures
- Presiding at Tribunals and Appeals meetings, as required
- Acting as an Ex Officio member of all IHQ committees
- Ensuring that all coaches and team personnel of teams are aware and conform to IHQ's policies and procedures
- Ensuring that all players, coaches, and parents are made aware of Executive Committee direction and decisions in a timely manner
- Assist in the identification of state team coaches and other team personnel for approval by the Executive Committee
- Ensuring that state team selections are conducted in a timely manner
- Instructing state team coaches and other personnel on their duties and responsibilities
- Investigating any complaints brought forward by a parent, coach or player
- Assisting with leagues drafts as required
- Assisting with the selection of players for year-end awards
- Perform such duties as may, from time to time, be established by IHQ
- Must be a registered member of IHQ