

Midland Region Hockey Umpiring Association

Secretary - Terms of Reference

- Know and understand the Constitution of the Association, this post is its guardian and defender
- Preparation and Distribution of Calling notices, agendas, previous minutes, reports and papers for all Executive meetings (4 times a year) and the AGM as per the constitution
- Recording of minutes of all Executive and AGM meetings
- Arranging, organisation and booking of all meeting venues and participants for all Executive and AGM meetings, normally carried out in conjunction with BCHUA
- Receipt, handling, filing and distribution, where required, of all correspondence, whether small and/or email to and from the Association
- Maintaining and updating when required and as necessary or as requested / advised the “Constitution” of the Association
- Maintenance of Association Membership List(s) used for distribution purposes
- Maintaining Association Officers and Representatives lists of all committees on the MRHUA website
- Preparation and submission of news items onto the MRHUA website
- Preparation and submission of web handbook items onto the MRHUA website
- Preparation and update, where necessary or required, to members information on the MRHUA website (personal details, panel grades, EHB status etc.)
- Preparation and submission of diary items onto the MRHUA website
- Preparation and submission of previous AGM minutes onto the MRHUA website (only after being agreed by members at the requisite AGM)
- Maintenance and annual submission of MRHA League, Midlands and EHB Handbook entries
- Receipt and distribution of EHB and FIH directives as necessary or required
- Receipt and distribution of information as necessary to members of the Association
- Maintaining a point of contact for members and all other interested parties
- Listening to / official receipt of members / clubs / other bodies complaints regarding members or Association activities and ensuring that the appropriate action(s) is taken
- Advising members and clubs where possible on any hockey matters
- Having knowledge of and access to all Competition Rules
- Any other action or requirement as detailed by the ‘Executive’