

# NPUA organisational structure and roles

## Executive Committee

**Guest:** EHB rep

**Ex-officio:** EHUSP rep

Chairman

Martin Twist

Deputy  
Chairman

Hannah Sanders

Secretary

Sean Edwards

Treasurer

Richard Kirk

Non-officer

Darryl Hofman

Non-officer

Mike Davidson

Non-officer

Mark Williams

Non-officer

Frances Block

Non-officer

David Ellcock

Webmaster

Matt Harrison

Member Secretary

Sarah Chapman

Members' Shop  
Administrator

Daran Cass

Members' Administration

Richard Wood

Welfare Officer

Dawn Bonner

Coaching  
Appointments  
Coordinator

John Litchfield

Umpire Appointments  
Coordinator

Colin Barthorpe

Assessor  
Appointments  
Coordinator

Geoff Blakeman

EHUISP

David Lane  
Liz Pelling  
Sarah Bush  
Nick White  
David Ellcock

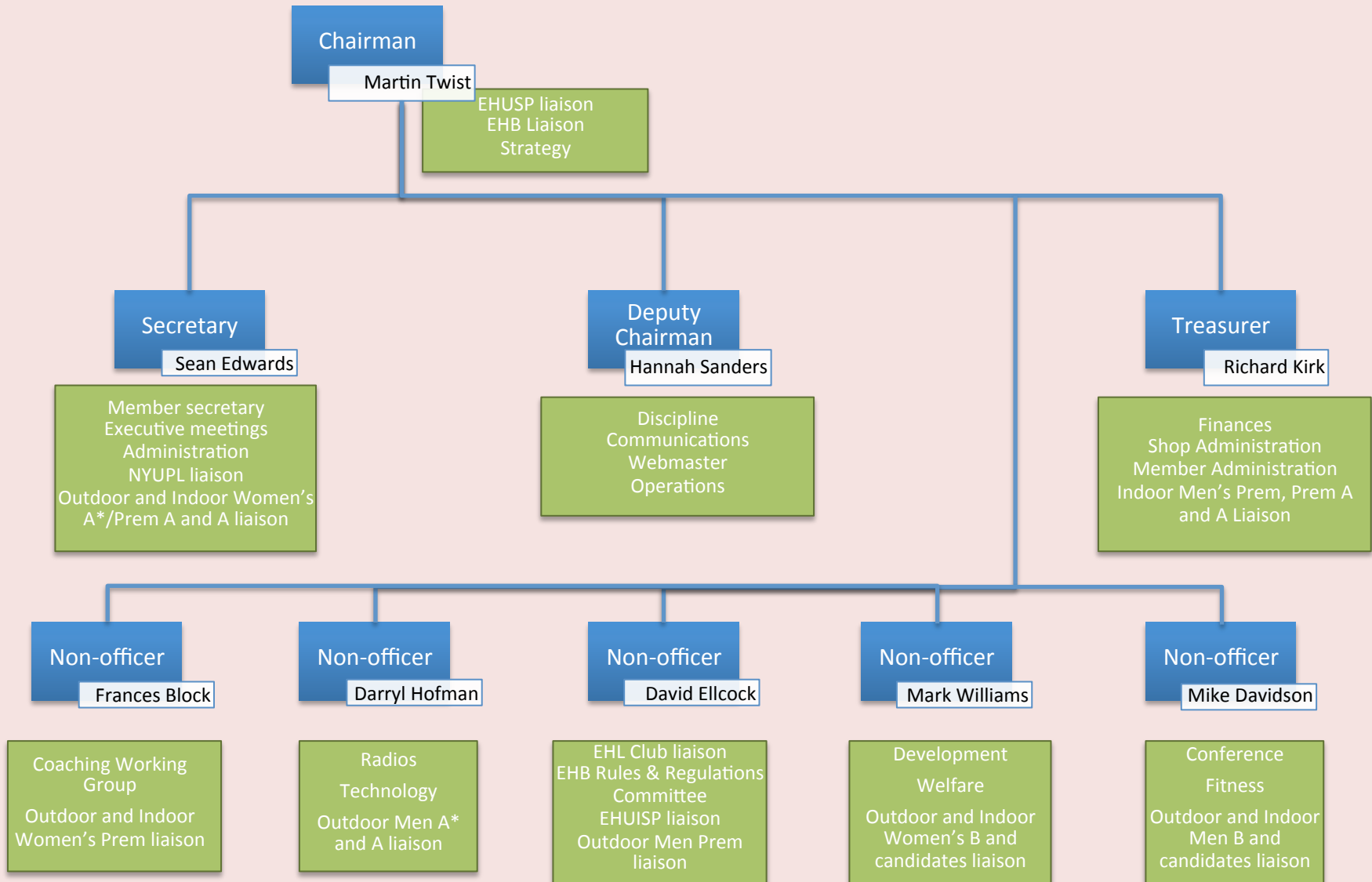
EHUSP

Paul Box-Grainger  
Liz Pelling  
Dawn Henning  
Suzanne Howard  
Rob Jenkins  
Tony Kelleher  
Geoff Blakeman

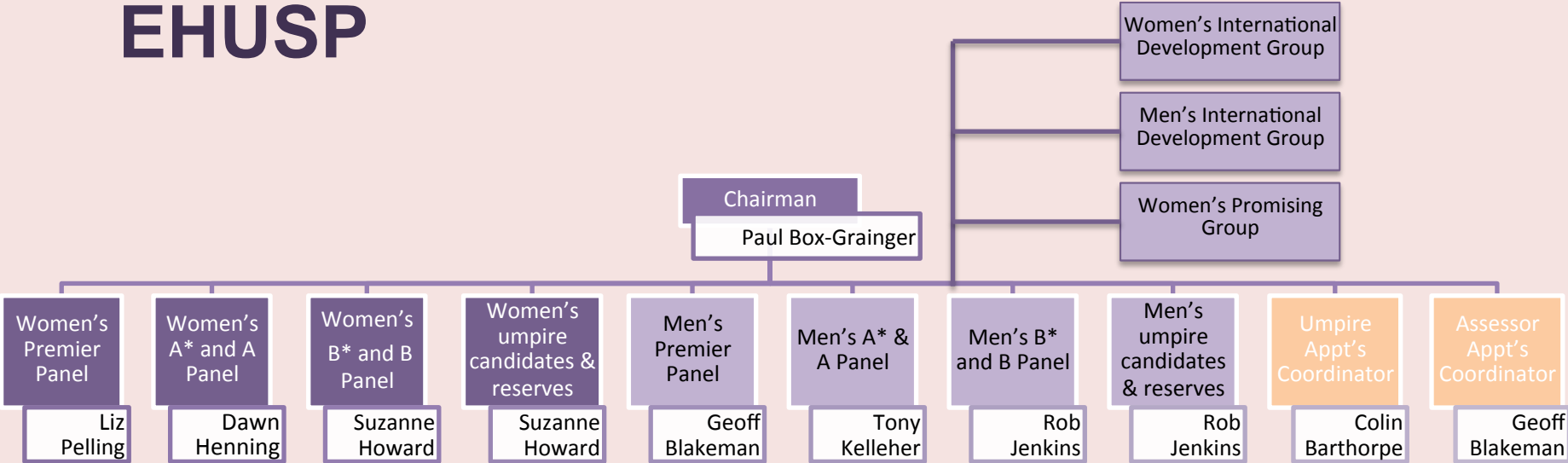
Coaching Working  
Group

Frances Block  
Dawn Bonner  
Dawn Henning  
John Litchfield

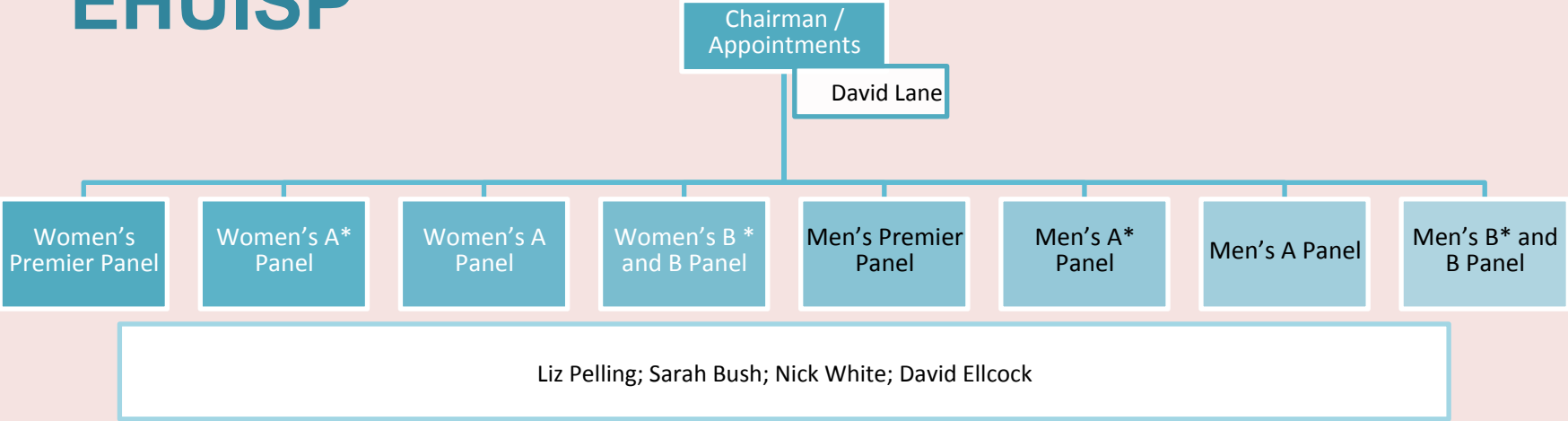
# Executive Committee responsibilities and liaison



# EHUSP



# EHUISP



# Deputy Chairman and responsibilities

## Liaison

- Liaison with Chairman & Treasurer on operational activities
- Liaison with Chairman on strategic activities
- Liaison with Webmaster for website

## Responsibilities

- Lead on day-to-day operational activities
- Communication strategy for the Association
- Lead for disciplinary issues.
- Lead for Association's policies, such as the social media guidelines
- Close liaison with the Webmaster to ensure functionality of website and productive relationship and supply of service with Tex Solutions
- Deputise for Chairman as and when required

## Meetings

- Capture of draft actions for immediate circulation to Executive Committee only.
- Lead on operational activities update prior to meetings and on specific agenda items

# Secretary role and responsibilities

## Liaison

- Liaison with Chairman for agenda and minutes of all meetings
- Liaison with Webmaster for website
- Liaison with Member Secretary for all panel changes, candidates, resignations and member updates
- Liaison with Technology lead

## Communication

- Acting as the prime contact point for the Association with external stakeholders.
- Main point of contact with Members and general enquiries
- Responsible for creating and publishing news items, adding new documents and general oversight of the website
- Close liaison with the Webmaster to ensure functionality of website and productive relationship and supply of service with Tex Solutions
- Works closely with Member Secretary to ensure update to members' information is completed and new members added to the system in a timely manner

## Meetings

- Giving notice to all members of any AGM, EGM or other General Meetings. Including liaison with Conference Organising Committee on delegates pack.
- Writing and distributing agendas of the Executive Committee meetings, as instructed by the Chairman.
- Recording Minutes of all proceedings and resolutions of all Annual General Meetings, Extraordinary General Meetings and minutes of the Executive Committee. Such Minutes must be approved by the Chairman.
- Distributing the minutes of each Executive Committee meeting to the Executive Committee members
- Provide drive and energy to ensure Committee members complete actions, circulating updates regularly
- Distributing the minutes of the AGM to all members.
- Ensuring that the minutes of any relevant meetings are posted on the NPUA website.

## Other

- Contribute towards Conference Organising Committee ideas and organisation
- Maintain and update Constitution documentation

# Treasurer role and responsibilities

## **Budgets and Reporting**

Preparing a budget for each financial year, to be approved by the Executive Committee.

Keeping books of account and presenting to the AGM a detailed account duly examined and signed for the preceding financial year. The Executive Committee may call for a statement of account at any time.

Reporting both budgets and actual income and expenditure under the headings agreed with the other officers of the Association.

## **General**

Keeping the Association solvent.

Arranging for the accounts to be examined and liaising with the examiner(s) for any details required.

## **Creditors**

Pay all bills as they fall due, without overreaching the Association's resources.

Seeking secondary authority from another Officer for any payments over £500.

## **Debtors**

Receiving and banking payments from English Hockey and other National organisations as necessary.

Actively pursue any amounts owing to the Association.

## **Balances**

Actively managing the main bank accounts to ensure that no bank errors are accepted, and that all payments received are credited and all payments made are banked.

Manage funds in medium and long term investments, to ensure the best return.

## **Funding Applications**

Completing funding applications to government bodies (such as Lottery Grants and Sports Foundations), and writing reports as required by those bodies.

## **Subscriptions**

Receiving Subscriptions from all members of the Association.

Actively following-up any members who have not paid their subscriptions.

Maintaining accurate records of subscriptions received, by member.

## **Resigning Members and Members Removed by the Selectors**

Along with the other officers, deciding whether a refund of some or all of any subscription paid is appropriate.

Making the appropriate refund to the person concerned.

# Member Secretary role and responsibilities

## Generally

- Liaison with Secretary
- Keep all members' changes up to date
- Process panel promotions, demotions and resignations of existing members
- Liaise with England Hockey Board (EHB) about new candidates
- Process candidate applications in a timely manner
- Monitor milestone matches and draft a news item

## New Candidates

- Receives details of any new candidates from the NPUA Secretary or direct from EHB
- Process application for candidacy (indoor and outdoor or coach)
- Receives confirmation of success or failure of the candidate from the NPUA Secretary or Selector or Assessor.
- Processes successful candidacy to become a Level 3 umpire or coach
- Send a starter pack to the umpire and requesting the payment of the relevant subscription directly to the NPUA Treasurer.
- Add a draft news item for congratulations

## Resigning Umpires

- Receives details of umpires resigning from the Panel of Umpires from the NPUA Secretary or member
- Update changes made as a result of Selection for inactive umpires.
- Process change to membership status and add a draft news item of thanks.

## New Members Starter Pack

- Keeping the information in the Starter Pack updated and relevant (working closely with the NPUA Secretary)

# Member Administration role and responsibilities

## General

- Supporting the Treasurer on members' issues
- Keeping the Association solvent.
- Arranging for the accounts to be examined and liaising with the examiner(s) for any details required.

## Appointment Expenses

- Acting as the main contact point for all umpires, umpire coaches, umpire selectors and umpire managers regarding the claiming and payment of expenses.
- Monitoring overnight accommodation requests
- Seeking secondary authority from the Chairman, Secretary or Treasurer for any payments over £500.

## Debtors

- Receiving and banking payments from English Hockey and other National organisations as necessary.
- Actively pursuing any amounts owing to the Association.

## Balances

- Actively managing the main bank accounts to ensure that no bank errors are accepted, and that all payments received are credited and all payments made are banked.
- Manage funds in medium and long term investments, to ensure the best return.

## Management Accounts

- Maintaining accurate, detailed management accounts for the financial areas being controlled.
- Such accounts to be accessible to the other Officers of the Association

## Budget and Reporting - General

- Working with the Treasurer to prepare a budget for each financial year, to be approved by the Executive Committee.

## Reporting

- Reporting both budgets and actual income and expenditure under the headings agreed with the other officers of the Association
- Periodic Summary Reports will be produced.



## Executive Committee member (without portfolio), role and responsibilities

### Active Contributions

- Undertaking diligently/enthusiastically any responsibilities and tasks delegated by the Chairman or other Officers.
- Leading workstream activities and providing status updates prior to Executive Committee meetings and at regular intervals
- Responding promptly and thoughtfully to feedback requests and discussion documents.
- Contributing ideas, content or skills to the Conference Organising Committee

### Meetings

- Attending meetings of the Executive Committee and making an active contribution both at, and between, meetings.
- Serving on working-groups as required or as the liaison to these groups

### Communicating with Members

- Gathering input from all members to ensure that the Executive Committee are fulfilling the wishes of the members.
- Supporting gathering of information through member surveys

### Constitution

- Ensuring that the Executive Committee acts in accordance with the Constitution.
- Acting as a voice for Members of the Association