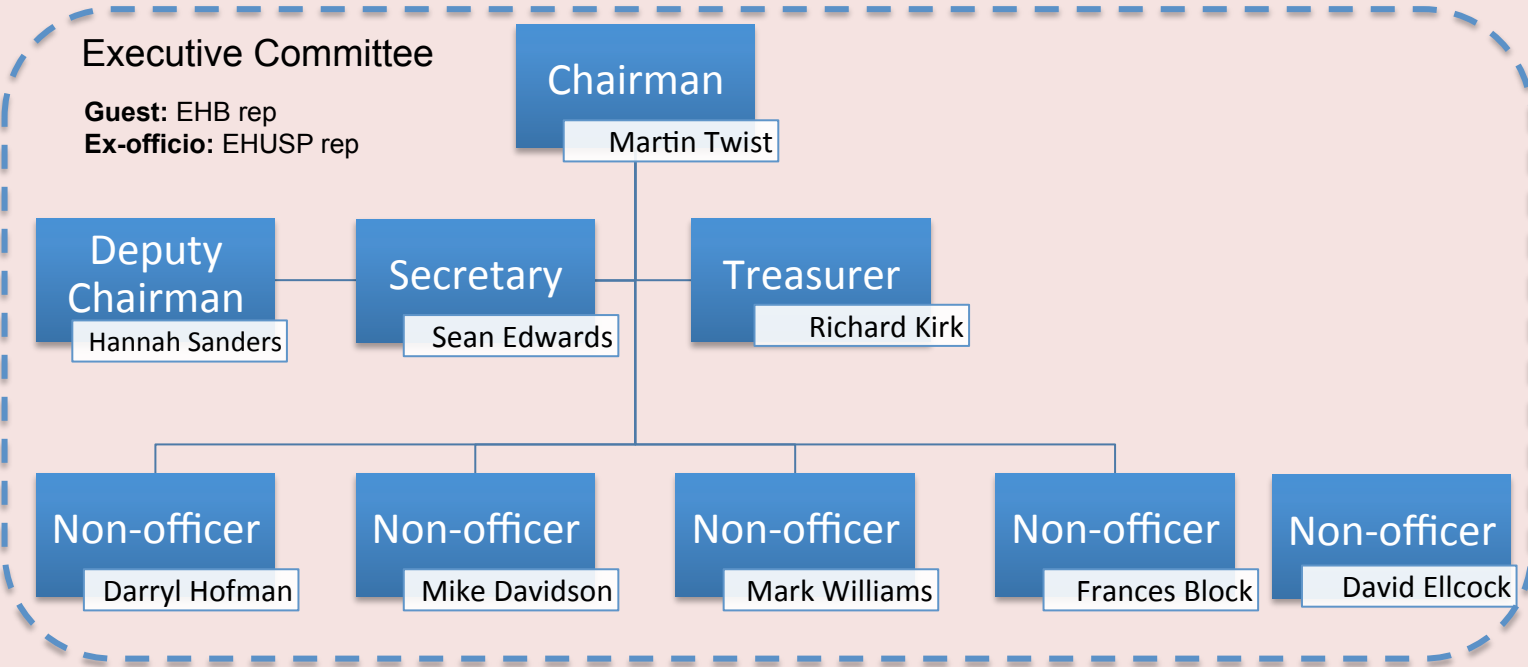


NPUA organisational structure and roles



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

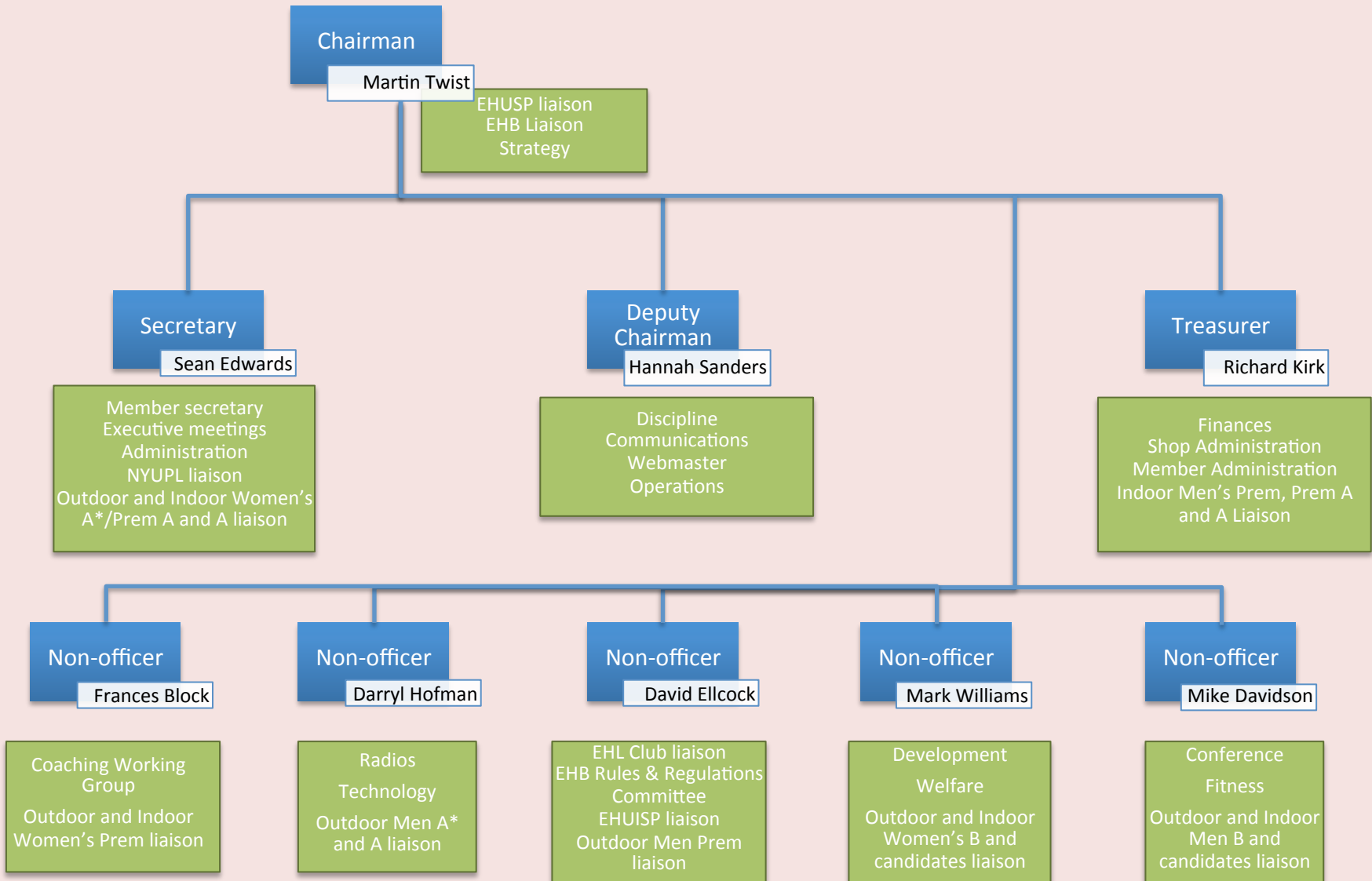
Assessor Appointments Coordinator
Geoff Blakeman

EHUISP
David Lane
Liz Pelling
Sarah Bush
Nick White
David Ellcock

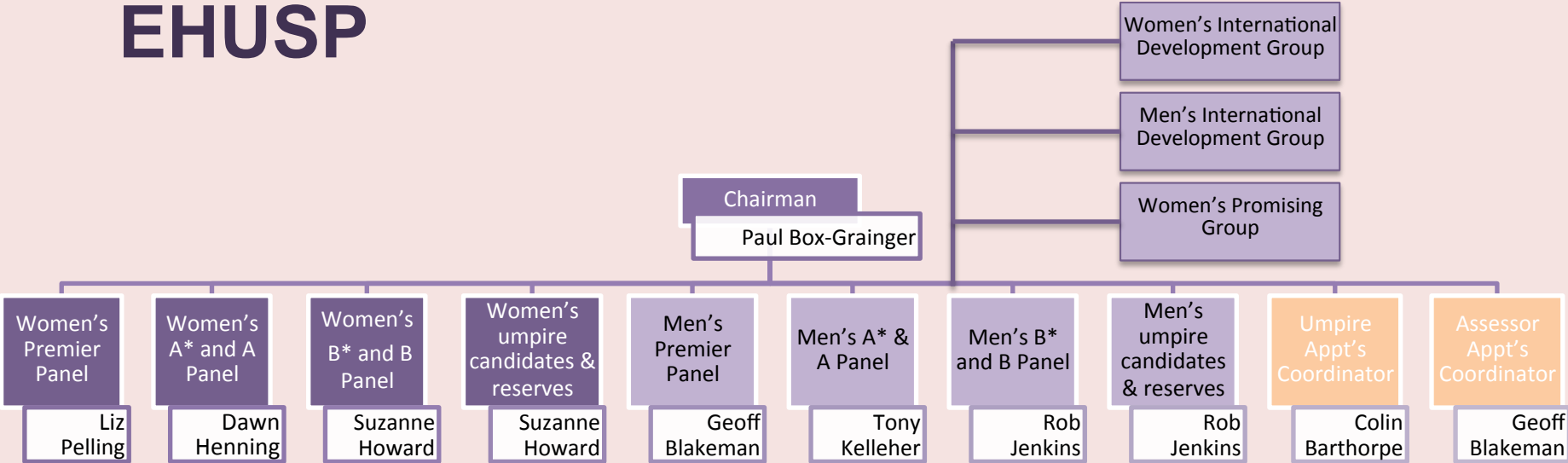
EHUSP
Paul Box-Grainger
Liz Pelling
Dawn Henning
Suzanne Howard
Rob Jenkins
Tony Kelleher
Geoff Blakeman

Coaching Working Group
Frances Block
Dawn Bonner
Dawn Henning
John Litchfield

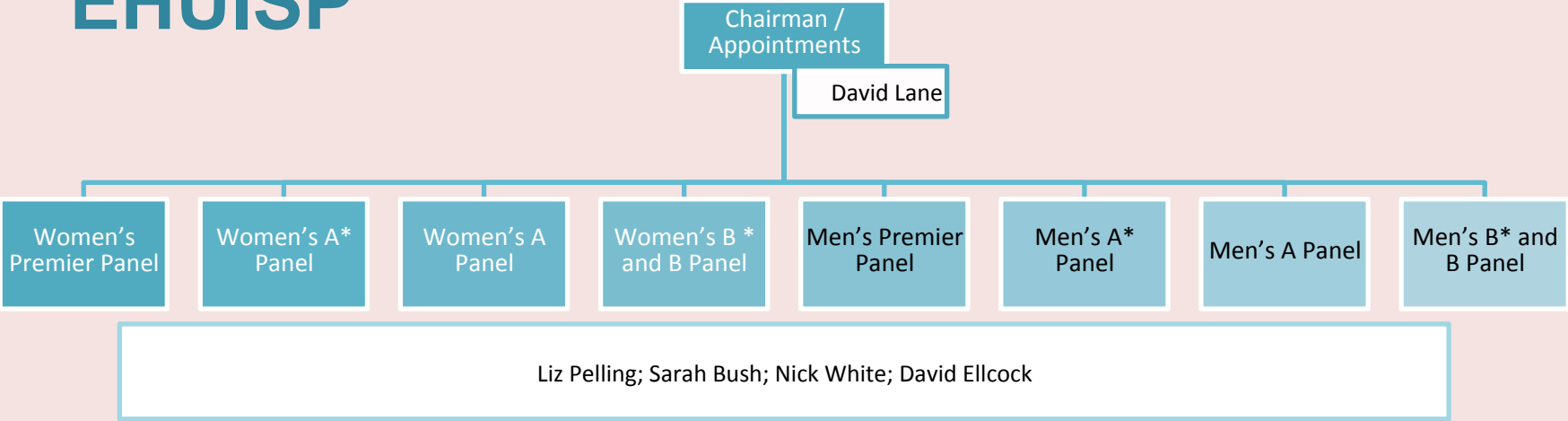
Executive Committee responsibilities and liaison



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