

## Responsibilities of the Chairperson of the NPUA

- Provide leadership to the Association as a whole and to the Executive Committee in particular
- Responsible for liaising and building a successful relationship with the England Hockey Board
- Acting responsibly as a figurehead for the Association

## Chairing the Executive Committee

- To Chair meetings of the Executive Committee, working closely with the Secretary to establish an agenda which is circulated in a timely manner
- Ensure that work is appropriately delegated and distributed amongst the Executive Committee members, so that the Committee is empowered to deliver
- Work with the Secretary to ensure that the Association's Constitution and Rules are up-to-date and relevant
- Work closely with the Treasurer to ensure the health of the Association's financial position.
- Ensure all members of the Executive Committee are clear about their role and responsibilities, ensuring they deliver as promised
- Provide clarity of reporting lines from Executive Committee members to volunteers across the membership who undertaken workstream activities
- Ensure that each Executive Committee meeting is constructive and deals with issues that concern the Committee as a body.
- Work closely with the Chairs of EHUISP and EHUSP to ensure clear communication, at regular intervals
- Lead the development of the Association's strategic direction (long-term outlook)
- Work closely with leads on the Executive Committee to develop and implement (1) the strategic plan (medium-term outlook) and (2) operational activities (day-to-day operations) of the Association

## Requirements

- Must have detailed working knowledge of the Executive Committee (ideally having worked as part of the Executive Committee at some point prior to taking up this position)
- Working knowledge of how selection, coaching and assessing functions within the Association is desirable
- Relevant umpiring and hockey experience
- Excellent interpersonal skills, prioritisation of workload, communication skills
- Experience of leading a team, stakeholder engagement and reputational awareness
- Sufficient time to dedicated 10+ working hours a week to the effective running of the Association