**Role Description**

* Responsible to the club committee.
* To sit on the committee.
* To provide all administration for the SHA i.e. emails, website update, communication, flyers, programmes
* To be first point of contact for members, parents, leagues, clubs, sponsors.
* To keep up to date records for schools and clubs.
* To provide members with necessary or appropriate news/courses via e-mail and the website.
* To attend committee meetings and AGM.
* To assist other committee members in their roles
* To pass on any correspondence to the relevant members.
* To represent the county at outside meetings as and when necessary.
* To aim to answer all queries within 2 days or if more time needed acknowledge the query.
* To send out agendas for all committee meetings and the AGM.
* To take and produce minutes for all committee meetings and the AGM.

**Timeline**

* After the AGM
	+ Update Website with any new committee members and details
	+ Produce AGM minutes and add them to the website along with the officers reports from the AGM.
* May/June
	+ Assist the competitions officer in getting all SHA and West HA schools and club competitions on the website.
	+ Send out to the schools and clubs the entry form for county competitions
	+ Assist the Treasurer in sending out the affiliation forms to schools and clubs
	+ If needed order medals for county competitions for next season
	+ Add schools county schedules as produced.
* August/Sept
	+ Ask the Treasurer of an up to date list of clubs contacts that are sent back with the affiliation payments for records and future correspondence
* January
	+ Add Club county schedules as produced.
* April
	+ Set the AGM date advertise this on the website, social media sites and send out to all schools and clubs.
	+ Send out an Agenda with any vacant roles on it.
	+ Book Room
* Prior to the AGM
	+ Correlate all officers reports and print a few copies for the meeting.
	+ Send out reminders via social media/email
	+ Create an attendance sheet
* Ongoing Throughout the Season
	+ Continue to keep the website current and either forward information to the communications officer for social media or post yourself
	+ Post schools and clubs county results as they take place and keep the relevant website page up to date and either forward information to the communications officer for social media or post yourself
	+ Assist the Player Pathway Administrator in entering DC and AC dates as they are arranged and with any additional information needed to be posted/emailed.
	+ Support all the role holders with any information that needs to be placed on the website and either forward information to the communications officer for social media or post yourself
	+ Keep schools and clubs up to date with any information that comes through from England Hockey or West HA.