



SOUTH AUSTRALIAN ICE HOCKEY ASSOCIATION Inc.

IHSA SECRETARY - POSITION DESCRIPTION

POSITION PURPOSE

The Secretary shall act as and carry out the duties of Secretary and, unless prohibited by law, shall assist the President with the administration and management of IHSA in accordance with the Rules of IHSA.

To be eligible for this position you must be and remain a current Financial Member of the South Australian Ice Hockey Association Inc. throughout your tenure in this role.

AUTHORITY

The Secretary is authorised to sign, coordinate and correspond on behalf of IHSA.

SPECIFIC DUTIES

The Secretary will perform many Specific Duties throughout his / her tenure and these Duties include but are not limited to the following:

- Assist in providing the vision and direction for the advancement of ice hockey in South Australia, including assisting with the development of Strategic and Policy direction for IHSA.
- Ensuring that the Clubs and Leagues of IHSA are administered in a manner consistent with the IHSA Policies and Procedures.
- Authorised to sign, coordinate and correspond on behalf of IHSA.
- Assist the President, Vice President and Treasurer in formulating the Annual Budget.
- When requested by the President, represent IHSA and liaise on all State and National Team matters.
- Ensure all Member Clubs, Board Members and Portfolio Directors have access to the IHSA Constitution, Regulations and Policies - and any other Documentation.
- Provide information to Members, IHA and Insurers for the processing of all IHSA insurance claims to the IHA Insurance Broker.
- Book all ice time related to IHSA and reconcile Invoices against bookings prior to payment.
- Organise scoring roster for all relevant games and events.
- Provide payment advice for all Officials re payments to be made by the Treasurer.
- Collate votes and statistics in relation to trophies for Winter League Senior Hockey.
- ITC processing.
- Organising Bantam Draft.
- Updating MyRecSport for funding requirements.
- Esportsdesk (or similar)
 - Set up yearly registration system at both IHSA and club level,
 - Import schedules for live scoring and teams,
 - Set up online payment portal for all clinics, ASL season, Women's events etc.
- Form season schedules in consultation with interested parties.
- Allocate training times fairly and equitably to all interested parties.
- Provide safe custody of and the application of IHSA Seal.
- Provide advice and assistance to IHSA Member Clubs on matters relating to the management and administration of Ice Hockey in South Australia.

"Our mission is to administer, promote and develop Ice Hockey as a safe, healthy and enjoyable sport for all ages and ability levels"

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- Assist the President on ensuring all activities conducted for or by the IHSA are conducted in accordance to the IHSA Constitution, By-Laws, Policies, Processes and Procedures.
- Maintain and manage all IHSA correspondence (phone, fax, email, mail) and files.
- Establish and maintain proper records of transactions and business conducted by IHSA.
- Assist the President with the preparation and submission of reports and returns on the activities of the IHSA as required by higher Sporting and Government Agencies or IHA.
- Assist with the IHSA Coaching Accreditation Program as directed by the IHSA Coaching Director.
- Assist with the IHSA Referee & Lineperson Accreditation Program as directed by the IHSA Referee-in-Chief.
- Assist the National Championship Director with the management and administration of IHA National Championships in accordance with the IHA National Championship Regulations.
- Maintain and adequately archive and store all records pertaining to the activities of the IHSA in accordance with standard record retaining practices.
- Assist the President with the annual review and update of IHSA Constitution, Regulations and Policies.
- Perform such duties as may, from time to time, be established by the President and / or IHSA.
- Ensuring that all players, coaches, and parents are made aware of Executive Committee direction and decisions in a timely manner.
- Assist in the identification of State Team Coaches and other Team Personnel for approval by the Executive Committee.
- Ensure that State Team selections are conducted in a timely manner.
- Instruct State Team Coaches and other personnel on their duties and responsibilities.
- Investigate any complaints brought forward by a parent, coach or player.

MEETINGS AND COMMITTEES

The role of the Secretary is to assist the President in all aspects of the any IHSA Meetings. These duties include but are not limited to the following:

- Attend all Executive, Board and General Meetings.
- Prepare the agenda, plan, schedule, prepare and distribute all associated documentation for all Executive, Board and General Assembly Meetings.
- Obtain, register and include all Notices of Motion on IHSA's Meeting Agendas, including maintaining the IHSA Motion Register.
- Manage, disseminate and record the results of all electronic motions, including registering such in the IHSA Motion Register.
- Record, prepare and archive the minutes of the proceedings for all meetings of the Executive or Board, and shall use his / her best endeavours to disseminate those minutes to the Board and Portfolio Directors promptly from the date of the meetings.

KNOWLEDGE AND SKILLS REQUIRED

Ideally the Secretary is someone who:

- Has an exceptional time management and prioritisation skill.
- Will ensure all correspondence and official records of the Association (other than financial records) are up to date, accurate and in order and available to be looked at by those authorised to do so
- Assists the Chair to organise Executive, Board or other Sub-committee Meetings.
- Ensures that meeting papers (agenda, correspondence and previous minutes) have been distributed in a timely manner.
- Ensures the minutes of the meeting are taken, either by themselves or delegated to a minute taker, if the Secretary cannot be in attendance.
- Works with the Chair to ensure the meeting runs smoothly.

The Mission of the South Australian Ice Hockey Association Incorporated, is to
Promote and Develop Ice Hockey as a Safe, Healthy and Enjoyable Sport for All

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- Works with the Chair to ensure all correspondence that relates to the Board and / or its Sub-committees are dealt with in a timely manner.
- Knows the Rules of the Association and taking responsibility for all the legal requirements of incorporation.
- Can communicate effectively at all levels within and outside of the Association.
- Is well informed of all activities within IHSA.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the Constitution, Rules and the Duties of all Office Holders and Sub-committees.

GOVERNANCE

- Understand how the Association works, including the services, their programs and their staff.
- Keep up to date by reading the minutes, reports and any other necessary meeting papers.
- Regularly attend Board meetings.
- Be familiar with the Constitution, including the specific roles and responsibilities of the Board outlined within it.
- Ensure the Associations' compliance with funding agreements, Policies, Legislation and Regulations.
- Manage the organisation's risk (i.e. minimise the impact of potential barriers preventing the organisation from achieving its objectives efficiently and effectively).
- Be active in planning for the future direction of the organisation.
- Ensure that new committee members are aware of their statutory obligations and responsibilities to the Association.
- Try to be as active as possible in Board decision making.

REPORTS TO

At all times the Secretary reports to the President or the Presidents' Delegate - and represents the interests of the Board of the South Australian Ice Hockey Association Inc.

This document is to be read in conjunction with the IHSA Board Member - Code of Ethics