OFFICE BEARER AND COMMITTEE MEMBER ROLES & RESPONSIBILITIES

CURRENT VERSION:	2026
LAST REVIEWED:	OCTOBER 2026
NEXT REVIEW DATE:	OCTOBER 2027
APPROVED BY:	ACT MASTERS HOCKEY COMMITTEE

ADOPTED BY ACT MASTERS HOCKEY: 27 OCTOBER 2026

ACT MASTERS HOCKEY
OFFICE BEARER AND COMMITTEE MEMBER ROLES & RESPONSIBILITIES

This document sets out the Roles and Responsibilities for the Office Bearers and Committee Members of ACT Masters Hockey, and specifically details the roles of:

1. Office Bearers:
    - President
    - Vice-President
    - Treasurer
    - Secretary

2. Committee Members and Others:
    - Ordinary Committee Members
    - Selection Sub-Committee
    - Governance and Accountability Sub-Committee
    - Honours and Awards Sub-Committee
    - Events Sub-Committee
    - Public Officer
    - Hockey Australia Masters State Delegate

In addition to their roles & responsibilities, the Office Bearers and Committee Members need to be also mindful of, and compliant with:

- The Associations Incorporation Act 1991
- The Constitution of ACT Masters Hockey Association Incorporated
- The other Policies and Administrative Guidelines as promulgated by ACT Masters Hockey

President

The President is responsible for the overall management of ACT Masters Hockey and is to ensure effectiveness in its administration and operations.

Duties of the President include:

- Acting as Chairperson at all Committee meetings, including the Annual General meeting
- Ensuring ongoing sound financial management and governance of the affairs of the Association
- Communicating all correspondence to members where agreed to at Committee meetings
- Being mindful of, and compliant with, the wishes and needs of the members of ACT Masters Hockey
- Attending all relevant external meetings
- Ensuring that ACT Masters Hockey implements its Strategic and Business Plans, as approved by the Committee
- Complying with all ACT Masters Hockey Policies

Vice-President

The Vice-President's primary role is to support the President in fulfilling his/her duties, and to ensure that sound management practices and governance are in place for the administration and successful operations of ACT Masters Hockey.

Duties of the Vice-President include:

- Acting as Chairperson at all Committee meetings, including the Annual General meeting, in the absence of the President
- Assisting with and recommending the implementation of sound financial management practices and governance in the running of the affairs of the Association
- Being pro-active in the communication of all correspondence to members, where agreed to at Committee meetings
- Being supportive of addressing the wishes and needs of the members of ACT Masters Hockey
- Attending all relevant external meetings, if or when required
- Advising on and ensuring that ACT Masters Hockey adheres to its Strategic and Business Plans as approved by the Committee
- Complying with all ACT Masters Hockey Policies

Treasurer

The Treasurer is responsible for the financial well-being of the Association, to allow the Committee to provide sound management and governance.

It is the duty of the Treasurer to ensure:

1. That all money owed to the Association is collected and banked in a timely manner. Those monies are to be properly accounted for, and that all payments authorised by the Committee are paid on time and recorded in the books of account.

2. All financial transactions are correctly recorded, and for the financial records to reflect the full and complete financial affairs of ACT Masters Hockey.

The duties of the Treasurer include:

- Completing an annual operating budget
- Gaining approval by the Committee of the annual operating budget
- Preparing a Balance Sheet and Profit & Loss Statements for tabling and acceptance at each Committee meeting
- Banking of Association monies when received
- Correct approval and payment of accounts payable on a timely basis
- Ensuring the application of sound financial management practices, including maximising of interest for Association monies retained
- Complying with GST legislation, including completing and lodging of the Association's quarterly Business Activity Statements (BAS), and payment of GST, as and when required
- Producing an annual Balance Sheet and Profit & Loss Statements for audit
- Tabling of audited annual Balance Sheet and Profit & Loss Statements at the Annual General Meeting
- Complying with all ACT Masters Hockey Policies

Secretary

The Secretary is primarily responsible for the documentation and communication of the functions and activities of ACT Masters Hockey.

Overall the Secretary is the primary administration officer of the Committee and provides the conduit between the Committee, members of the Association and outside organisations.

The Secretary's duties include:

- Arranging and giving notice of meetings
- Preparing Agendas and circulate them with any papers to the Committee
- Attending Committee meetings
- Recording Minutes of meetings and circulating them to the Committee
- Initiating and directing action in accordance with Committee decisions
- Preparing correspondence and other communications under the direction of the Committee
- Assisting with, or attending to the signing of documents and other paperwork, in accordance with the direction of the Committee
- Preparing and distributing the Agenda for the Annual General Meeting together with the Minutes of the previous Annual General Meeting, and communicating details of the proposed meeting to the members of ACT Masters Hockey, in a timely manner
- Complying with all ACT Masters Hockey Policies

Ordinary Committee Members

The Ordinary Committee Members play a pivotal role in the management and success of the running of ACT Masters Hockey.

Specifically, the duties of Ordinary Committee Members include:

- Attending Committee meetings
- Providing input into the decision making, including policy matters, at Committee meetings
- Assisting the Association in its running and also be available to contribute and actively participate in any Sub-Committees
- Providing assistance, where needed, at any fundraising or social events
- Attending the Annual General Meeting
- Complying with all ACT Masters Hockey Policies

Selection Sub-Committee

The Selection Sub-Committee was created by ACT Masters Hockey to coordinate the nomination and selection of representative teams for the HA Masters Championships and other events, as necessary from time to time.

The Selection Sub-Committee is an advisory sub-committee, appointed by the ACT Masters Hockey Committee. At present it comprises a Chairperson and three members.

The Selection Sub-Committee forwards its recommended age-based team lists to the ACT Masters Hockey Committee for approval and publication.

The Selection Sub-Committee is also responsible for identifying and making recommendations for Team Managers, Coaches and Officials to support representative teams. This includes Medical Support Staff, Umpires and Technical Officials where necessary.

Governance and Accountability Sub-Committee

The Governance and Accountability Sub-Committee was created by ACT Masters Hockey to provide high quality input to the Association's governance and administrative arrangements. It is also mandated with ensuring that the Constitution is reviewed on an ongoing basis and to advise the Committee of any changes it believes are necessary.

The Governance and Accountability Sub-Committee is an advisory sub-committee, appointed by the ACT Masters Hockey Committee. At present it comprises a Chairperson and three members.

As policy documents and guides are developed, they are to be circulated and tabled at Committee meetings, for the Committee's decision. This advisory sub-committee should attend Committee meetings, to discuss any submitted papers and to ensure adequate and full discussion occurs, prior to their approval.

Subsequently, it is intended that once those policy documents and guides are approved they will be published on the Association's website, and reviewed on an ongoing basis, annually or earlier, if deemed necessary by the Committee.

Honours and Awards Sub-Committee

The Honours and Awards Sub-Committee is an advisory sub-committee, appointed by the ACT Masters Hockey Committee. At present it comprises a Chairperson and three members, normally drawn from those fulfilling the appointments of President (Chair), Vice President and two other Committee Members.

The Honours and Awards Sub-Committee was created by ACT Masters Hockey to provide oversight of the Service Awards program instituted in 2020. The Sub-Committee also processes and makes recommendations through the Committee for awards placed before the Association's Members at the AGM, and for recommendations for higher awards through Hockey ACT and Hockey Australia.

Nominations for the following Awards are supervised by the Honours and Awards Sub-Committee, on behalf of the Association:

- ACT Masters Bronze (Service) Award
- ACT Masters Silver (Service) Award
- ACT Masters Gold (Service) Award
- ACT Masters Life Member Award
- Hockey ACT Service Award
- Hockey ACT Life Member Award
- Hockey Australia Order of Merit
- Hockey Australia Life Member
- Nomination for awards in the Order of Australia

Events Sub-Committee

The Events Sub-Committee was created by ACT Masters Hockey to coordinate the conduct of a range of local events and activities.

The Events Sub-Committee is an advisory sub-committee, appointed by the ACT Masters Hockey Committee. At present it comprises a Chairperson and three members.

The Events Sub-Committee is at present responsible for the planning, coordination and conduct of The Canberra Cup, Life Night and The Intercity Challenge.

Additional Sub-Committee Comments

The membership of each sub-committee, whilst at the discretion of, and appointed by the ACT Masters Hockey Committee, will consist of :

- A Chairperson, who is a member of the ACT Masters Hockey Committee
- Other members, who are not necessarily members of the ACT Masters Hockey Committee

The number of members of each sub-committee may vary from time to time, at the discretion of the ACT Masters Hockey committee, and not be limited by the numbers included in this governance document.

Other Sub-Committees may be established, and whilst their details may not be included within this document, their roles and responsibilities, including their accountability, will be defined by the ACT Masters Hockey Committee.

Public Officer

Normally an Office Bearer or Ordinary Committee Member also performs the duties as the Association's Public Officer.

The Public Officer provides the liaison between ACT Masters Hockey and the ACT Government, and is also the official point of contact for outside organisations.

Responsibilities for the Public Officer include:

- Notifying Access Canberra, if or when the Association's address changes
- As the official point of contact, taking delivery of any documents served on the Association, and bringing them to the attention of the Committee as soon as practicable
- Retaining any documents as required by the Constitution
- Lodging the ACT Masters Hockey's Annual Return and related paperwork with Access Canberra
- Complying with all ACT Masters Hockey Policies

Hockey Australia Masters State Delegate

The HA Masters State Delegate represents ACT Masters Hockey through the Committee and acts as the conduit between the President, Committee and the HA Masters Committee (HAMC).

The Delegate, or his/her alternate, attends the HA Masters Delegates Biannual Meetings as scheduled.

The Delegate must have a sound knowledge of the issues affecting Masters Hockey within the ACT, other States (where appropriate) and at the national level.

The Delegate is responsible for ensuring the State has every opportunity to raise issues at the Delegates Meetings and have items added to the agenda. Such items should be notified to the relevant Co-Chairs of the HA Masters Committee at least 14 days prior to the day of the scheduled meetings.

In representing the ACT, the Delegate will share views as directed by the Association through the ACT Masters Committee and/or President.

The Delegate needs to be able to communicate effectively via written, oral and electronic formats.

The Delegate needs to understand any Terms of Reference, relevant policy and procedures, the process of conducting meetings, timeframes for distribution of agenda and minutes and declaration of conflicts of interest.

The Delegate should forward all documentation received/discussed at the Meetings to the ACT Masters Committee and ensure that all matters are presented to the President. This includes all matters raised out of session, such as changes to rules, policies and procedures.

The Delegate is responsible for following up endorsed action items which require ACT Masters Committee action.

New Delegates, when appointed, must receive an appropriate handover of files and other paperwork relating to past and current business of Masters at the state and national level.

Review Date

This governance document shall remain in force regardless of its “next review date” and till rescinded by the ACT Masters Committee.