

Board Secretary / Company Secretary Hockey Ireland

Organisation

Hockey Ireland

Salary

Non-remunerated

Location

No fixed location

Contract type

Volunteer

Closing date

15 July 2020

About Hockey Ireland

Hockey Ireland is the National Governing Body for the sport of field hockey in Ireland. Governing the 32 counties of Ireland, the Association is responsible for the management and overall development of all areas of the sport.

Hockey Ireland has a number of affiliated Branches that govern the sport at regional level. The sport's approximate 168 clubs and 280 schools are affiliated to Hockey Ireland through its Branch network. The Irish Hockey Umpires Association, which manages the sport's umpire base, and the Irish Universities Hockey Association, which governs the sport in Ireland's university system, are also affiliated to Hockey Ireland.

We are looking for a volunteer on the position of Secretary to the Board of Hockey Ireland to join our already formed Board and help us move to the next stage in our development as a leading Irish National Governing Body for Sport. The Company Secretary will not join the Board as a Director of the company. We need someone who shares in our values and vision for the sport, has a passion for hockey, and who has the skills, qualities, and expertise to help the Board being efficient and compliant.

We are looking for someone with administrative/legal or Company Secretary experience, where you will support the CEO and Chair and also deal with Board governance and administrative duties, from minute taking, to keeping notes and maintaining the official records, organising meetings and ensuring compliance with our Constitution and Byelaws.

As this role is voluntary, the role offers great flexibility to fit around your time (including daytimes, evenings and/or weekends, however the majority of our work will take place at bi-monthly meetings with occasional weekday activities such as Board conference calls).

Job description

Responsibilities/ Duties:

- 1.** To ensure the effective delivery of Board meetings and AGM, to include:
 - (a) Preparing meeting agendas.
 - (b) Collating and issuing papers for meetings in a timely manner, including commissioning items,
 - (c) Providing advice on paper content and format, reviewing drafts and issuing papers.
 - (d) Drafting papers for meetings.
 - (e) Preparing briefing notes for the Board.
 - (f) Producing accurate and timely minutes of meetings.
 - (g) Tracking and following up of actions raised at meetings.
 - (h) Developing annual meeting plan in consultation with the Board members.
- 2.** To maintain the archive of meeting papers and minutes and respond to requests for documentation.
- 3.** To manage the electronic Board portal.
- 4.** To ensure that accurate and up to date governance information is maintained on the Hockey Ireland website.
- 5.** To identify and introduce improvements to governance processes.
- 6.** To ensure the information at the Companies Registration Office (CRO) for Hockey Ireland is up to date.
- 7.** To co-ordinate any drafts or propose changes necessary to the Constitution and or Byelaws of Hockey Ireland.
- 8.** Any other (company) secretarial assistance to the Board of Hockey Ireland.

To apply please send a letter of application to Jerome.pels@hockey.ie before 15th July 2020.