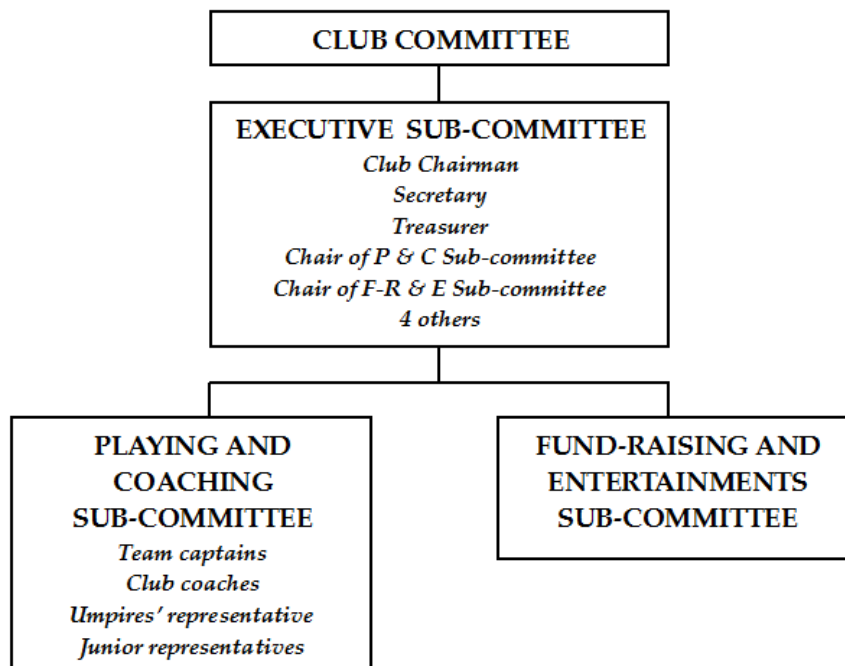


Club Management (Restructured)



Meeting Schedule

	J	F	M	A	M	J	J	A	S	O	N	D
Club Committee	Wk 4			Wk 4			Wk 4			Wk 4		
Executive		Wk 3	Wk 3		Wk 3	Wk 3		Wk 3	Wk 3			
P & C		Wk 2	Wk 2					Wk 2	Wk 2		Wk 2	Wk 2
F-R & E		Wk 1			Wk 1			Wk 1			Wk 1	

Club Committee:

The Club Committee runs the club. It is the final authority of club policy. This is where decisions of major importance to the club would be taken. No significant decision would be final until ratified by the Club Committee.

Purpose: To ensure that the club is run in line with the constitution; to ensure that the club is run for the benefit of its members.

Terms of reference:

To consider action arising from the actions of the sub-committees; to oversee decisions made by the Executive Sub-committee under the Powers to Act; to ratify or veto proposed major decisions about club development; to oversee the club's finances.

Its membership consists of all elected officers and any members co-opted by the Club Committee.

It meets quarterly.

Minutes of the previous meeting and agenda items to be added to A.O.B. should be circulated by the secretary at least week before the meeting.

The minutes should record issues, decisions and actions.

Agenda

1. Present
2. Apologies
3. Minutes of the last meeting
4. Matters arising
5. Finance
6. Actions taken by the Executive Sub-committee under the Power to Act
7. Matters arising from the Executive Sub-committee report
8. Matters arising from the Playing and Coaching Sub-committee report
9. Matters arising from the Entertainments Sub-committee report
10. JMC
11. Any other business
12. Date of the next meeting and closing date for agenda items

The Club Committee will provide a report of its activities and actions at the club's A.G.M.

Executive Sub-committee

Purpose: To manage the club's current issues; to discuss and propose future developments

Terms of Reference: To hold a long-term view of the club's development; to have oversight of the club development plan; to have immediate oversight of the club's financial position; to be the short-term source of review and decision for the other sub-committees; to have the Power to Act on issues that need a more immediate decision; to write relevant sections of the club development plan. Major decisions would be subject to ratification or veto by the Club Committee.

It has nine members: the club chairman, Secretary and Treasurer elected at the AGM, the Chair of the Playing and Coaching Sub-committee, the Chair of the Fund-raising and Entertainments Sub-committee and four others. It has at least two men and two ladies. One of these will be selected to act as club vice-chair. He/she must be the opposite gender to the club chairman.

The Club Committee will hold an election for officers to the Executive Sub-committee should one be necessary.

It meets monthly in the months when the Club Committee is not meeting. The quorum is five.

- Minutes of the previous meeting and agenda items to be added to A.O.B. should be circulated by the secretary at least week before the meeting.
- The minutes should record issues, decisions, actions and timings.
- The sub-committee will supply minutes of their previous meeting including a report of decisions and proposals to the meeting of the Club Committee for ratification to the club secretary in advance of their meetings.

Agenda

1. Present
2. Apologies
3. Minutes of the last meeting
4. Matters arising
5. Finance
6. Club development
7. Issues arising from the Playing and Coaching Sub-committee
8. Issues arising from the Fund-raising and Entertainments Sub-committee
9. Any other business
10. Date of the next meeting and closing date for agenda items

It will prepare an annual report of its activities for circulation by the Club Secretary at least three weeks in advance of the club's A.G.M.

Playing and Coaching Sub-committee

Purpose: To enable all the players of Lichfield Hockey Club to have the opportunity to participate in, train for, compete in and enjoy hockey.

Terms of Reference: To decide on club-common playing tactics, coaching policy and playing arrangements; to set targets for each team for the season; to highlight the players making progress; to identify which players should or will be promoted to higher teams; to discuss re-arrangements of fixtures in consultation with the Fixture Secretary; to write relevant sections of the club development plan.

It should recommend areas where spending is required for club development to the Executive Sub-committee.

The sub-committee is open to all current team captains and coaches (or their representatives). There should also be a representative from the club umpires and a male and female junior representative.

It appoints a chair, and a secretary. In the absence of the chair the sub-committee may appoint someone to act.

The sub-committee has spending limit is £250 p.a. with an item limit of £25 that may be allocated without reference to the Executive Sub-committee. Spending above that limit is referred to the Treasurer.

Minutes of the previous meeting and agenda items to be added to A.O.B. should be circulated by the sub-committee secretary at least a week before the meeting.

The minutes should record issues, decisions, actions and timings.

It meets monthly in the months when the Club Committee is not meeting.

Agenda

1. Present
2. Apologies
3. Minutes of the last meeting
4. Matters arising
5. Fixture Secretary's report
6. Ladies' section
7. Men's section
8. Junior section and player development
9. Coaching
10. Umpiring
11. Membership
12. Any other business
13. Date of the next meeting and closing date for agenda items

The sub-committee provides minutes of their previous meetings to the club secretary in advance of Club Committee meetings.

It will prepare an annual report of its activities for circulation by the Club Secretary at least three weeks in advance of the club's A.G.M.

Fund-raising and Entertainments Sub-committee

Purpose: To promote the social side of hockey for all members.

Terms of Reference: To investigate, decide upon and promote events that will raise funds for the club either through donations, sponsorship or sponsored events; to investigate, cost, decide upon and arrange profitable entertainments for the members; to consult with the members about possible activities.

It should recommend areas where spending is required for activities to the Executive Sub-committee. It has a limit for spending on a single event of £250. Spending over this limit must be referred to the Executive Sub-committee or the Club Committee.

The sub-committee should have a minimum of five members although others may be co-opted. The committee should appoint a chair, and a secretary. In the absence of the chair the committee may appoint someone to act.

It has a budget of £500 that may be allocated without reference to the Executive Sub-committee. Minutes of the previous meeting and agenda items to be added to A.O.B. should be circulated by the sub-committee secretary at least week before the meeting.

The minutes should record issues, decisions, actions and timings.

It meets quarterly.

Agenda

1. Present
2. Apologies
3. Minutes of the last meeting
4. Matters arising
5. Donations/Sponsorship – past and future sources of funding
6. Entertainments – review and future activities
7. Any other business
8. Date of the next meeting and closing date for agenda items

The sub-committee will provide minutes of their previous meeting to the club secretary in advance of Club Committee meetings.

It will prepare an annual report of its activities for circulation by the Club Secretary at least three weeks in advance of the club's A.G.M.

Responsibilities of Club Committee and Sub-committee members

1. Prepare for meetings by reading papers/material sent in advance of each meeting.
2. Abide by the decisions of the meeting.
3. Ensure confidentiality of information where necessary and specified.
4. Engage actively in discussion and the decision-making process.
5. Discuss and disseminate information to the members.
6. Communicate relevant issues, including items for A.O.B. to the Chair and Secretary prior to the closing date for the agenda.
7. Contribute to the development of and provide feedback on papers/material received.
8. Engage with other sub-committees and other relevant stakeholders, as and when necessary.
9. Ensure that agreed actions are followed through in the appointed time.
10. Attend at least 75% of meetings annually.
11. Missing two consecutive meetings (Executive and Fund-raising Sub-committee) without an apology accepted by the relevant sub-committee will be taken as resignation from that sub-committee.