



Ice Hockey Victoria

Position Description

Position	Secretary
Business Unit	Executive Board of Management
Reports to	Ice Hockey Victoria Delegate Members
Overview	<p>Ice Hockey Victoria (IHV) is a State Sporting Organisation (SSO) for competitive Ice Hockey in Victoria. Its key stakeholders are the members, clubs, Ice Hockey Australia, Ice Sports Victoria O'Brien Group Arena at Docklands and Olympic Ice Skating Rink in Oakleigh. The role of the Secretary is one that is elected for a period of two years by the Ice Hockey Victoria Delegate Committee.</p> <p>The duties of the Secretary, as a whole, is to ensure all IHV administration and correspondence written and verbal, is disseminated to the relevant stakeholders in a timely manner.</p>
Position Outline	<p>Secretary:</p> <ul style="list-style-type: none"> • Attending relevant meetings and events on behalf of IHV • Responding to player inquiries • Management of all player transfers and drafts • Management of all international players and transfers • Minute taker for all IHV Executive and Delegate meetings • Represents IHV at ISV as a delegate <p>Other tasks:</p> <ul style="list-style-type: none"> • General administration • Contribute to the annual preparation of the IHV Annual Business Plan • Submit Incorporation Documents annually to Consumer Affairs • Liaise with IHA to share relevant IHA data requested • Assist with processing of injury claims by members • Document all relevant duties for the Secretary as part of the IHV succession plan
Performance Indicators	<ul style="list-style-type: none"> • Communicate all minutes and relevant correspondence to IHV members, delegates and Ice Hockey State and National Associations • Prepare draft correspondence
Contact hours	<ul style="list-style-type: none"> • 12 hours/week (minimum) over 7 days. Additional time may be required throughout the year.
Remuneration	<ul style="list-style-type: none"> • This position is an unpaid volunteer position
Term of Appointment	<ul style="list-style-type: none"> • The position of Secretary is for a 2-year term. • The position appointment starts at the AGM when elected.

