

DTA Job Descriptions

President:

- To oversee and lead the committee
- To delegate
- To liaise with Devonport City Council
- To ensure we are meeting statutory requirements
- To liaise with TFA State Coordinator
- To liaise with Hockey club and sit on joint committee
- To apply for appropriate licenses
- To submit a Presidents report at the AGM

Vice President:

- To support the President
- To undertake Presidents duties in their absence

Treasurer:

- To be responsible and accountable for DTA's finances
- To maintain up to date records
- To maintain the DTA's budget
- To maintain a financial spreadsheet
- To present a current financial report at each committee meeting
- To be present at clubrooms when rosters are scheduled
- To collect money from fees and canteen each week
- To write checks for committee members for reimbursements weekly
- To help collect fees from members for the first five weeks and write receipts
- To liaise with Auditor and President
- To submit financials into Auditor on time
- To submit a finance report at the AGM

Secretary:

- To record minutes at committee meetings
- To send a reminder of meetings to Committee members
- To send agenda and previous minutes to members before next meeting
- To record all incoming and outgoing mail
- To check mail box regularly

- To advise President of any urgent mail in between meetings
- To send out letters if requested by President

Competition Manager: (Paid part-time position)

- Directly responsible to the President
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Referee Director:

- Responsible for organising referees for DTA rosters
- Responsible for mentoring and educating referees
- To organise Referee Courses with TFA State Coordinator
- Responsible for choosing referees for annual awards
- Ensure referees are aware they check uniforms, jewellery etc

Ground Administrator:

- Ensure uniforms do not clash with other teams or referees
- Ensure each team is in uniform each week
- Ensure members have completed registration form before playing
- Ensure members have paid their registration before required time
- Ensure behaviour adheres to DTA's Code of Conduct by backing up Referees
- Ensure Incident Reports are completed and sighted by Referee Director and President
- Ensure grounds are set up and safe for members
- Ensure members receive information that may be distributed by the Committee or Referee Director

Junior Coordinator:

- Responsible for planning junior roster and volunteers
- Responsible for advertising junior roster
- To be present each week
- To liaise with Referee director when organising referees and referee courses
- To help organise teams for State cup
- To encourage pathways for player development
- To plan finals

Canteen Coordinator:

- Responsible for coordinating volunteers
- Responsible for planning and ordering supplies
- Responsible for service delivery

Bar Coordinator:

- Responsible for planning and ordering supplies
- Responsible for keeping refrigerator stocked

Touch Coordinator:

- Responsible for planning senior, mixed and junior rosters
- Responsible for Website
- Responsible for sending information to members
- Responsible for updating results and maintaining ladder and best and fairest

Player Development Coordinator:

- Responsible for organising teams for State cups
- Responsible for informing members of representative opportunities
- Support players who represent the DTA

General Duties:

- Advertising