

## **OFFICIALS CONVENOR – Role Description**

**Job Title:** Officials Convenor

**Direct Report:** The Board of Directors

### **Role Summary**

The role of the officials' convenor is to oversee all domestic and international appointments and matters relating to the development of both male and female officials which encompasses all non-playing roles within the sport.

The officials' convenor is elected at the open forum element of the Scottish Hockey AGM.

### **Main Responsibilities of the Officials Convenor**

1. Oversees the entire officials' appointment process & portfolio for domestic and international fixtures.
2. Attends committee meetings – these may occur once per month.  
Please note – following the 2021 membership engagement project recommendations – work is presently ongoing into conducting a governance review and therefore role descriptions will be updated to reflect any changes to committees.
3. Advises on domestic appointments.
4. Oversees and supports the domestic appointments convenor in the execution of his/her duties.
5. Aids and supports district-level umpire committees to develop and educate their volunteer officials.
6. Oversees and supports, if required, the international appointments chair in the execution of his/her duties.
7. Is prepared to make a regular time commitment.
8. Aid board and professional staff to reach decisions that positively impact the sport.
9. Be completely familiar with Scottish Hockey's senior competition rules and the Ethics Manual.
10. Be an active participant in relaying the work done by Scottish Hockey to clubs and districts.

## **2. Qualities of the Officials Convenor**

- Commitment to the organisation
- Leadership ability
- Integrity, strategic vision and good/independent judgement
- A willingness to devote the necessary time and effort to their duties as officials' convenor
- Ability to make officiating decisions for the good of the organisation
- Good, independent judgement
- Good communication skills
- Tact and diplomacy
- Willingness to speak one's mind and listen to the views of others
- An ability to work effectively as a member of a team

### Desirable experience

- Prior experience of volunteer officiating work
- Knowledge of the type of work undertaken by Scottish Hockey

## **4. Time Consideration**

- It is important that the officials' convenor is contactable and available to the senior staff members on a regular basis.
- Contact – usually electronic or by telephone – will be necessary.
- The time commitment for the officials' convenor is expected to be 2 days per month, on average.