



Brisbane Hockey Association Inc.

AFFILIATED WITH HOCKEY QUEENSLAND INC.
BHA Inc ABN: 43 857 681 225

4th Nov 2009

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN AND MEMBERS ARE INVITED TO ATTEND

THE

2010 ANNUAL GENERAL MEETING

OF THE

BRISBANE HOCKEY ASSOCIATION INC

WHICH IS TO BE HELD IN

**The Players' Room
State Hockey Centre
COLMSLIE**

ON

MONDAY 7th December 2009

AT

7:30 pm

Notes

- ***Nomination for Board of Management positions*** - a nomination form for all positions is attached. Please observe the closing date for this form.
- An agenda and further notice of the meeting, including a list of nominees, will be published closer to the meeting date
- A copy of this document can be found on the BHA Website, under BHA Meetings
- A Board of Management Meeting will precede the AGM at 6:30pm

LOCATION ADDRESS
State Hockey Centre
400 – 420 Lytton Road
COLMSLIE Q 4170

MAILING ADDRESS
PO Box 503, MORNINGSIDE Q 4170
EMAIL WEB
secretary@bha.org.au www.bha.org.au

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+61 7 3899 4399
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NOMINATION FOR BHA BOARD OF MANAGEMENT

To: The General Secretary
Brisbane Hockey Association Inc
PO Box 503
MORNINGSIDE Q 4170

We, _____ of _____
(Proposer's Name) (Name of Club)

and _____ of _____
(Secunder's Name) (Name of Club)

hereby nominate _____ of _____
(Nominee's Name) (Name of Club, if applicable)

for **President**

Treasurer (Director of Finance)

Director (eight (8) thereof – refer to notes. If you have a preference
or skills relevant to one of these roles please indicate your preference.)

(Please place a tick in the appropriate box above)

on the Brisbane Hockey Association Inc Board of Management for the 2010 year
commencing at the date of the 2010 Annual General Meeting.

Signed:

Proposer _____ Date _____

Secunder _____ Date _____

Nominee _____ Date _____

Note: Directors will be allocated accountabilities/responsibilities within portfolios per
Part A - Management of the *BHA By-laws*, an excerpt of which follows.

Nominations must be in the hands of the BHA General Secretary by close of business,

Friday 20th November 2009

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BHA By-laws, Part A – Management (Excerpt)

A.4 The responsibility of the members of the Board shall be as described below, save that the Board may by resolution alter the allocation of responsibilities to improve the operations of the organisation at any time. This could be to make better use of Directors’ skills and expertise and/or to better balance responsibilities and work loads of individual Directors.

TABLE A.4 - RESPONSIBILITIES OF MEMBERS ON THE BOARD

Portfolios	Responsibilities/Functions
President (Chairman)	<ul style="list-style-type: none"> ▪ Corporate Management; ▪ Performance of the Board; ▪ Corporate Plan; ▪ Annual Report; ▪ Rules reform; ▪ Club rights; ▪ Secretary/General Secretary
Director (Finance)	<ul style="list-style-type: none"> ▪ Financial Stewardship; ▪ Preparation of Annual Budgets; ▪ Recommendation of Annual Fees for approval; ▪ Regular monthly reporting (including actual v budget) ▪ Payment of accounts and raising of invoices; ▪ Debtor Management
Director (Operations)	<ul style="list-style-type: none"> ▪ Recording and compilation of the Board and General Committee Minutes; ▪ Purchase, distribution and collection of equipment; ▪ Oversight of the Association’s Internet Site(s); ▪ Assisting Secretary/General Secretary in administrative matters
Director (Sporting Outcomes)	<ul style="list-style-type: none"> ▪ Judiciaries; ▪ Quality Assurance; ▪ Risk Management; ▪ Implementation and oversight of the Points Cap System; ▪ BHA Selectors/Selections (players, coaches, officials, managers and administrators); ▪ Oversight of BHA’s Representative teams; ▪ Mentoring; ▪ Player Awards; ▪ Scholarships; ▪ Implementation and Monitoring of Strategic Plan; ▪ Performance Management and KPIs
Director (Promotion & Marketing)	<ul style="list-style-type: none"> ▪ Needs Analysis; ▪ Competition Design; ▪ Promotion; ▪ Sponsors; ▪ Planning; ▪ Research & Development; ▪ Liaison with other Associations

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Portfolios	Responsibilities/Functions
Director (Hockey Development)	<ul style="list-style-type: none"> ▪ Competition Development; ▪ Development of Umpires; ▪ Development of Coaches; ▪ Development of other Officials; ▪ Development of Administrators; ▪ Player Development
Director (Facilities)	<ul style="list-style-type: none"> ▪ Planning; ▪ Offices; ▪ Playing Surfaces and Venues; ▪ Lighting; ▪ Maintenance; ▪ Procurement; ▪ Capex Budget; ▪ Resources (training, playing, coaching, umpiring); ▪ Canteens; ▪ Government Facility Grants; ▪ Joint Ventures; ▪ Alliance partners
Director (Competitions)	<ul style="list-style-type: none"> ▪ Planning; ▪ Scheduling of Venues & Fixtures; ▪ Service Delivery; ▪ Rules; ▪ Liaison with other Associations; ▪ Allocation of Resources; ▪ Scheduling of Umpires and Officials; ▪ “Hosted” Competitions; ▪ Management of All Competitions; ▪ Competition Budgets
Director (Hockey Clubs)	<ul style="list-style-type: none"> ▪ Planning; ▪ Building Club Models; ▪ New Club Development; ▪ Liaison; ▪ Allocation of Resources; ▪ Club Grant System; ▪ Club Management Support; ▪ Club Budgets; ▪ Mentoring; ▪ Club Awards
Director (Special Projects)	<ul style="list-style-type: none"> ▪ Undertake agreed Project(s) as identified and requested by the Board of Directors

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