

Position Description

Executive Officer

Ice Hockey Australia (IHA) Profile

Ice Hockey Australia Limited is the official national governing body of ice hockey in Australia and is a member of the International Ice Hockey Federation. It was first established in 1908, making it one of the oldest national ice hockey associations in the world.

The purpose of Ice Hockey Australia is to encourage, promote, control and administer all forms of ice hockey in and throughout Australia through and by various Member States (NSW, ACT, SA, VIC, WA) for the mutual and collective benefit of the members and sport itself.

More information about Ice Hockey Australia can be found at the website www.ih.org.au

KEY OUTCOME

The Executive Officer will provide daily support to the Board with daily management of the company & sport as defined by the primary duties and responsibilities (but not limited to).

REPORTING

The position reports to the President of IHA.

PRIMARY DUTIES and RESPONSIBILITIES

Specific Duties:

- establish and maintain a register of all registered member associations, individual members, coaches and on-ice officials;
- manage the IHA office and act as the primary point of contact for the IHA during business hours; provide safe custody of and the application of IHA Seal;
- provide the point of liaison between the Board and the member state associations and where necessary, IHA members;
- provide advice and assistance to IHA Member States on matters relating to the management and administration of ice hockey;
- assist the President on ensuring all activities conducted for or by the IHA are conducted in accordance to the IHA's Constitution, By-Laws, Policies, Processes and Procedures; maintain and manage all IHA correspondence (phone, fax, email, mail) and files;
- assist the President with the preparation and submission of reports and returns on the activities of the IHA as required by higher sporting and Government Agencies;
- regularly obtain IHA Director reports on major activities and issues relating to IHA;
- establish and maintain proper records and minutes concerning all transactions, business, meetings and dealings of IHA; and
- retain copies and forward all IHA records to the IHA Office for archive/storage which are to be held for a period of seven (7) years after the completion of a transaction or operation to which they relate;

National Teams

- Contact Government Branding department for permission to use Coat of Arms
- Respond to IIHF player Audit in support of eligibility
- Complete World Championship applications
- Issue and record team management paperwork
- Confirm eligibility of all potential players prior to selection and/or selection camp participation.
- Ensure copies of team data are retained in the IHA office
- Arrange signature and seal for team entry paperwork
- Arrange 4 yearly IIHF jersey refresh
- In the middle two years, order replacements at IHA cost
- Coordinate jersey distribution every 2 years
- Work with National Team Operations Director to review and upgrades processes include team handbook and compliance of the team's officers with IHA's National Team Officer's Duties and Responsibilities

Assist Portfolio Directors

- National Championships - Ship trophies, arrange engraving, maintenance and Goodall loan agreements
- Assist the National Championship Director with the management and administration of IHA National Championships in accordance with the IHA's National Championship Regulations including eligibility to participate
- Collation and distribution of all IHA injury reporting forms to be sent to the CMO
- Ensure Coaching Director has up to date registers, copied to the office
- Ensure RiC has up to date registers copied to the office
- Liaise with the marketing team for updates to the IHA website and social media including National team selection, officiating appointments, international transfer processes, insurance updates, member links and policies

Finance

- Issuing invoices for all accounts receivable
- Loading all accounts payable Xero
- Following up all incoming and outgoing payments
- Collation of expenses for Board and PDs in connection with our policies

Statutory requirements

- Lodge annual reports as required
- Liaise with AOC, AOC grants, report national team venues after May Congress
- Liaise with the IHA Broker for annual insurance policies including Sport, IHA Liability, Association/club liability and National Team travel
- Capture State and Club information for policy renewal
- Assist the insurer to ensure timely handling of member claims

International Transfers

- Process incoming and outgoing player transfers
- Ensure transfer invoices are issued in a timely manner once a transfer is approved
- Maintain the IHA transfer register
- Maintain Service fees agreements with other MNA's

Meetings

- Arrange venues for IHA face to face meetings
- Set up online meetings through Microsoft teams as required
- Attend meetings as required and ensure that minutes are taken, and issued in a timely manner
- Create and distribute agendas, call for reports, notices of motion, agenda items, life member nominations, Hudson Trophy nominations
- Have Coaching Director to provide the Coach of the Year
- Have RiC provide the Official of the Year

IIHF

- Coordinate Vierumaki Camp attendance for players and coaches
- Coordinate Congress registrations with the IHA Board and collate documentation as required from the IIHF intranet
- Verify IIHF invoices and end of year statement
- Review player eligibility to represent at World Championships
- Coordinate 4-year jersey refresh for National Teams
- Work with the IHA RiC on game official's assignment arrangements

Membership

- Process refund requests through PayPal

eSportsdesk

- provide support for Member registrars as required
- build IHA level tournaments and events
- provide players audits for Championship director
- Provide player eligibility reports for National coaches to ensure that only eligible players are reviewed, approached, recommended.
- Set up log in's for volunteers in ESD for AW and AJ tournaments
- Creation of coupons in the coupon register, have these loaded into ESD and invoiced as required

Development Camps

- Assist the National Development Camps Director and work with the state members on attendee lists
- Send invitations and follow up documents to attendees
- Liaise with the IHA travel agent for all flight requirements
- Collation of WWC for all attending personnel

Other Duties

- Work with the President and Portfolio Directors to create the IHA annual report
- Update the IHA Board Action list and follow up tasks as required
- Collation and distribution of EOIs, sending non successful emails, working with IT to set up new emails and distribution lists
- Updating the IHA complaints register
- Working with members to ensure the IHA Contact list is up to date and distributed

SKILLS, KNOWLEDGE AND ATTRIBUTE PERFORMANCE AREAS

- High level administration skills
- Comprehensive verbal and written communication skills
- Advanced Microsoft Office skills
- Ability to converse with a variety of people
- Demonstrated ability to work in a team environment
- Integrity, discretion and tact in dealing with sensitive and confidential matters
- Ability to main confidentiality
- High degree of attention to detail
- Ability to work under pressure to prioritise workload and meet deadlines
- Excellent interpersonal skills

MEASURES OF EFFECTIVE PERFORMANCE

- Meet the goals and objectives set by the IHA Board and President
- Represent IHA effectively and appropriate

Ice hockey Australia is a not-for-profit community-based organisation with a mission to lead, develop and promote the sport of ice hockey in Australia. IHA is governed and managed by a volunteer Board and various portfolio directors. We are very fortunate to have many good people volunteering because they love this sport. We value all our volunteers, their generosity, skills, and expertise that they provide to grow our sport.