



# HUNTER WESTERN HORNETS TOUCH FOOTBALL

## POSITION DESCRIPTION

### JUNIOR DIRECTOR

#### **Preamble**

*At the operational level, the major function of the Junior Director is to provide input and a support for junior participation and development programs, with a key focus on supporting junior members of Hornets, and other related requirements for the Hornets region.*

*The Junior Director is an appointed member of the Management Committee.*

#### **1. Responsible To**

1.1. The Junior Director is responsible to the TECHNICAL DIRECTOR.

#### **2. Direct Reports**

2.1. Nil.

#### **3. Knowledge and Skills Required**

- 3.1. Strong Communication skills
- 3.2. Good networking and interpersonal skills
- 3.3. Able to meet strict deadlines
- 3.4. Respectful and effective communication
- 3.5. Possess maturity, self-confidence and tact and the ability to deal effectively with Referees, Players and Officials at all levels
- 3.6. Must possess a knowledge of the standards and behaviour expected of a NSWTA Official and or Representative, and an acceptance of these standards.
- 3.7. Previous or current experience with juniors at a professional level (i.e. Coach, School Teacher, Junior Affiliate committee member)
- 3.8. Must hold a Foundation (Level 1) touch football athlete coach and/or referee coach qualification (minimum)
- 3.9. Must hold a valid NSW Working With Children Check (WWCC)

#### **4. General**

- 4.1. Encourage and assist Affiliates to seek a pathway for junior members, in the areas of participation, refereeing, coaching etc.
- 4.2. To work with the REGIONAL DIRECTOR OF COACHING and REGIONAL DIRECTOR OF REFEREES to improve the skills of Juniors in Touch Football, across all arms
- 4.3. To assess the requirements and develop programs to meet the needs of Juniors in Touch
- 4.4. To encourage all Junior members to participate/officiate at as high a Level as possible
- 4.5. To liaise with the Board on Juniors issues
- 4.6. To liaise with the NSW DIRECTOR OF JUNIORS and/or relevant NSWTA Staff Member
- 4.7. To assist, as requested, in the promotion of Touch within the Schools
- 4.8. To prepare and recommend policy on Junior standards and qualifications
- 4.9. To be involved in Talent Identification Programs within the Region

- 4.10. To nominate and assist in the approval process for any Junior awards
- 4.11. Attend meetings/tournaments/seminars as required at regional and state level, with a key focus on junior events

## **5. Meetings**

- 5.1. With the ASSISTANT REGIONAL DIRECTOR, place any necessary junior related items on the Management Committee agenda in advance of the meeting
- 5.2. Report to the Annual General Meeting on the junior situation of the organisation
- 5.3. Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence
- 5.4. Entitled to one vote only at a Management Committee Meeting of the Club.
- 5.5. Where Management Committee papers are circulated in advance of the meeting, read papers and consider issues before the meeting
- 5.6. Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate

## **6. Promotion**

- 6.1. Promote the organisation in the community as opportunities arise

## **7. Fundraising**

- 7.1. Participate enthusiastically in any fundraising approved by the Board

## **8. Legal & Ethical**

- 8.1. Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- 8.2. Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- 8.3. If they have any direct or indirect material personal interest in any contract with the organisation, inform the Management Committee immediately
- 8.4. If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Management Committee on that issue
- 8.5. If they have any non-material personal conflict of interest in any matter before the Management Committee, or believe that the perception of such a conflict might arise, inform the Management Committee immediately and follow the Management Committee's rulings as to proper procedure
- 8.6. At all times conduct Management Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus

## **9. Term of Appointment**

- 9.1. The Junior Director is appointed for a 2 Year term. (**Even Years**, i.e. 2018, 2020 etc)

## **10. Time commitment required**

- 10.1. The estimated time commitment required is 2 hours per week

## **11. Honorarium:**

- 11.1. Yes. Pro rata based, paid at AGM's. (Refer to Honorarium Policy)

## **12. Position Review**

- 12.1. This position description will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.