



HUNTER WESTERN HORNETS TOUCH FOOTBALL

POSITION DESCRIPTION

TOUR LEADER

Preamble

At the operational level, the major function of the Tour Leader is to coordinate and manage all aspects of Hornets related logistics in attending respective tournament.

The Tour Leader is an appointed member of the Management Committee.

1. Responsible To

1.1. The Tour Leader is responsible to the ASSISTANT REGIONAL DIRECTOR.

2. Direct Reports

2.1. Nil.

3. Knowledge and Skills Required

- 3.1. High level administration skills and computer literacy
- 3.2. Demonstrated negotiation and facilitation skills
- 3.3. Demonstrated initiative and self-management
- 3.4. Demonstrated success in project management
- 3.5. Demonstrated computer literacy and competence
- 3.6. Must possess the ability and capabilities to receive and disseminate information
- 3.7. Respectful and effective communication
- 3.8. Must possess a knowledge of the standards and behaviour expected of a NSWTA Official and or Representative, and an acceptance of these standards.
- 3.9. Must hold a valid NSW Working With Children Check (WWCC)

4. General

- 4.1. Assisting the MERCHANDISE & UNIFORM COORDINATOR in the efficient distribution of merchandise/uniforms for Hornets participants at NTL and Junior Regionals
- 4.2. Organising of tent/physio/medical and Club Captains at NTL and Junior Regionals
- 4.3. Coordinate all Hornets based Accommodation requirements for NTL and Junior Regionals.
- 4.4. Coordinate the Hornets Dinner, with support from the Management Committee
- 4.5. Liaise with the Board in preparing and including Hornets Awards in official dinner proceedings
- 4.6. Coordinate the Photography requirements for teams/players at NTL and Junior Regionals
- 4.7. With support from the REGIONAL DIRECTOR OF COACHING, coordinate the Player/Coaching Staff registrations for NTL and Junior Regionals.

- 4.8. Must liaise closely with Team Manager's, aiming to meet all required deadlines prior to tournament
- 4.9. Where appropriate, communicate and liaise with NSW Touch Association & Touch Football Australia, as required
- 4.10. Where required, communicate and liaise with Hornets affiliates
- 4.11. Work in partnership with the Board and Management Committee
- 4.12. Prepare annual AGM reports and where required Tour Reviews/Summaries
- 4.13. Conduct exit feedback surveys for all Hornets members, after the completion of NTL and Junior Regionals, seeking advice and comments on how we can improve on tour management, annually

5. Meetings

- 5.1. With the ASSISTANT REGIONAL DIRECTOR, place any necessary tour related items on the Management Committee agenda in advance of the meeting
- 5.2. Report to the Annual General Meeting on the tour 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 Tour Leader is appointed for a 2 Year term. (**Odd Years**, i.e. 2019, 2021 etc)

10. Time commitment required

- 10.1. The estimated time commitment required is 1 hour per week (with additional time leading into tours)

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.