



HUNTER WESTERN HORNETS TOUCH FOOTBALL

POSITION DESCRIPTION

ASSISTANT REGIONAL DIRECTOR

Preamble

The Assistant Regional Director is second in charge of Hunter Western Hornets Touch Association [Hornets] and has supportive responsibility for the Hornets administration and operations.

At the operational level, the major function of the Assistant Regional Director is to facilitate effective administration and operations of Hornets.

The Assistant Regional Director is one of four Elected Board Members, as per constitution.

1. Responsible To

- 1.1. The Assistant Regional Director is elected by the Hornets voting rights members at the Annual General Meeting and responsible to the Regional Director.

2. Direct Reports

- 2.1. Member Protection Information Officer (MPIO)
- 2.2. Hearings & Grievance Officer
- 2.3. Media & Communications Manager
- 2.4. Tour Leader
- 2.5. Merchandise & Uniform Coordinator

3. Knowledge and Skills Required

Ideally the Assistant Regional Director is someone who:

- 3.1. Can communicate effectively
- 3.2. Is well informed of all organisation activities
- 3.3. Is aware of the future directions and plans of members
- 3.4. Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- 3.5. Is a supportive leader for all members.
- 3.6. Must hold a valid NSW Working With Children Check (WWCC)

4. General

- 4.1. Support the REGIONAL DIRECTOR, per their position duties.
- 4.2. In the absence of the REGIONAL DIRECTOR, act in the role, including using casting vote if necessary, as per constitution.
- 4.3. Liaise directly with the Board on all business operation items, to ensure the smooth running of the association as per the rules of association and constitution.
- 4.4. On being elected to the Board, undertake induction and training procedures as provided by the Board

5. Governance

- 5.1. Consider, debate, and vote on issues before the Board on the basis of the best interests of the organisation only
- 5.2. Comply with the rules, policies, and standing orders of the organisation

6. Planning

- 6.1. Review and approve the organisation's Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc)

7. Meetings

- 7.1. Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence
- 7.2. Entitled to one vote only at a Board Meeting and/or Management Committee Meeting of the Club.
- 7.3. Where Board papers are circulated in advance of the Board meeting, read papers and consider issues before the meeting
- 7.4. Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate
- 7.5. Each Board Member is to rotate minute taking responsibilities at all Board and General Meetings, as agreed upon by the majority.

8. Administrative & Management

- 8.1. Serve on Board committees as required
- 8.2. Review and approve the organisation's systems for financial control and risk management

9. Media

- 9.1. Make comments to the media only as provided in the organisation's Media Policy

10. Promotion

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

11. Fundraising

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

12. Legal & Ethical

- 12.1. 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
- 12.2. 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
- 12.3. If they have any direct or indirect material personal interest in any contract with the organisation, inform the Board immediately
- 12.4. If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Board and/or Management Committee meetings on that issue
- 12.5. If they have any non-material personal conflict of interest in any matter before the Board and/or Management Committee, or believe that the perception of such a conflict might arise, inform the Board and/or Management Committee immediately and follow the Board and/or Management Committee's rulings as to proper procedure

12.6. At all times conduct Board and Management Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus

13. Term of Appointment

13.1. The Assistant Regional Director is appointed for a 2 Year term. (**Odd Years**, i.e. 2019, 2021 etc)

14. Time commitment required

14.1. The estimated time commitment required is 3 hours per week.

15. Honorarium:

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

16. Position Review

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