



Position Description

REGIONAL DIRECTOR

Preamble

The Regional Director is the principal leader of Hunter Wester Hornets and has overall responsibility for the Hunter Wester Hornets administration and operations.

The Regional Director sets the overall annual Executive agenda (consistent with the views of members), helps the Management Committee prioritise its goals and then keeps the Management Committee on track by working within the overall framework. At the operational level, the major function of the Regional Director is to facilitate effective Executive and Management Committee meetings. The Regional Director is one of four Elected Executive Members, as per constitution.

1. Responsible To

1.1. The Regional Director is elected by Hunter Wester Hornets members with voting rights at the Annual General Meeting and is responsible for the leadership of the Region and representing the views of the Hunter Wester Hornets members

1.2 Reports to the Executive and General Manager of NSWTA

2. Direct Reports

2.1. Administrator

2.2. Finance Director

2.3. Technical Director

2.4. Any General Committee Positions

3. Knowledge and Skills Required

The Regional Director is someone who:

3.1. Communicates effectively

3.2. Demonstrates leadership qualities

3.3. Can effectively facilitate

3.4. Is well informed of all Region activities

3.5. Is aware of the future directions and plans of members

3.6. Has a good working knowledge of the constitution, rules and the duties of all office holders and sub-committees

3.7. Is a supportive leader for all members

3.8. Must hold a valid NSW Working with Children Check (WWCC)

4. General

4.1. Oversee all/any disputes between any and all members of Hunter Wester Hornets as well as external bodies, ensuring proper policy and procedure is followed

4.2. To ensure all roles and responsibilities are filled and those in roles are adhering to their duties

4.3. Liaise directly with the Executive on all business operation items, to ensure the smooth running of the Region as per the rules of Region and constitution

4.4. Entitled to one vote only at an Executive Meeting and/or Management Committee Meeting of the region, and exercise a casting vote as per the constitution, if needed

4.5. Represent the Hunter Wester Hornets at local, regional, state and national levels, as required

5. Governance

5.1. Provide leadership to the Region

5.2. Ensure [in partnership with the Executive] that the Region's objectives, goals and mission are being followed

5.3. Ensure [in partnership with the Executive] that the Region develops in the appropriate direction

5.4. Ensure [in partnership with the Executive] that the Region operates in an ethically, environmentally, and socially responsible fashion

5.5 Ensure all compliance reporting measures to NSWTA are met

6. Planning

6.1. Oversee [in partnership with the Executive] the production of a Strategic Plan for the Region

6.2. Oversee [in partnership with the Executive] the regular review and development of the Strategic Plan

7. Meetings

7.1. Attend and chair all Management Committee and Executive meetings

7.2. Ensure that appropriate standing orders are in place

7.3. With the Administrator, prepare the agenda in advance of the Executive and Management Committee meetings

7.4. Chair Executive and Management Committee meetings according to Standing Orders

- 7.5. Rule on issues of meetings procedure not covered in the Standing Orders
- 7.6. Report to the Annual General Meeting on the status of the Region
- 7.7. Each Executive Member is to rotate minute taking responsibilities at all Executive and General Meetings, as agreed upon by the majority
- 7.8. Attend or appoint a proxy to all required NSWTA meetings

8. Administrative & Management

- 8.1. Chair the Executive Committee between Executive meetings
- 8.2. Serve on NSWTA committees as required
- 8.3. Liaise with the NSWTA Board and General Manager and report to the Board where appropriate
- 8.4. Assign [in partnership with the Executive] administrative duties to Executive members and volunteers
- 8.5. Personally carry out administrative duties as assigned
- 8.6. Oversee the management of the business of the Executive
- 8.7. Oversee the management of the recruitment, induction, and training of Executive members [in partnership with the Executive]
- 8.8. Oversee the management [in partnership with the Executive] of the assessment, review and renewal of the Executive
- 8.9. Oversee the management of the organisation's grievance procedures in line with correct policy and procedure
- 8.10. Ensure the harmony of Executive deliberations
- 8.11. Manage [in partnership with the Executive] the succession of the position of Chair
- 8.12. Serve as liaison to the NSWTA GENERAL MANAGER and, through them, to the staff

9. Media

- 9.1. Under the organisation's Media Policy, serve as spokesperson for the Region as appropriate

10. Promotion

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

11. Negotiation

- 11.1. Work with the Executive in negotiation with other organisations

12. Legal & Ethical

- 12.1. Ensure that all legal requirements are met

12.2. Avoid making any improper use of their position in the Region so as to gain any material advantage for themselves, or for any other person, or to the detriment of the Region

12.3. Avoid making any improper use of any information acquired by virtue of their position in the Region so as to gain any material advantage for themselves, or for any other person, or to the detriment of the Region

12.4. If they have any direct or indirect material personal interest in any contract with the organisation, inform the Executive immediately

12.5. If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Executive and/or Management Committee meetings on that issue

12.6. If they have any non-material personal conflict of interest in any matter before the Executive and/or Management Committee, or believe that the perception of such a conflict might arise, inform the Executive and/or Management Committee immediately and follow the Executive and/or Management Committee's rulings as to proper procedure

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

13. Finance

13.1. With the FINANCE DIRECTOR, oversee all financial matters to ensure that the organisation's financial control procedures are adequate and that risk management strategies are in place

13.2. Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

14. Term of Appointment

14.1. The Regional Director is appointed for a 2 Year term

15. Time commitment required

15.1. The estimated time commitment required is X hours per week

16. Honorarium

16.1. As per Policy and as agreed to by the Executive

17. Position Review

17.1. This position description will be reviewed bi-annually in conjunction with NSWTA to ensure it remains relevant to Hunter Wester Hornets operations and reflects both community expectations and legal requirements

Last Review Date: