

TASK SHEET

CHAIRPERSON/PRESIDENT			
TASK	RISK FACTOR	EXPECTED OUTCOME	WHEN
Oversee Corporation requirements	H	End of financial year tasks are completed and forwarded to ASIC within the designated timeframe.	
Know if the constitution needs to be reviewed	H	If a review is required, ensure full committee develops a process for the review.	
General meetings of the organisation	M	Chair the proceedings of the general meeting.	
Meetings of the management committee	H	Chair the management committee meetings.	Once a mth
Board and staff relationships	H	Maintain a working relationship with all Board and staff members.	Always
Representation	M	Represent the organisation on delegations, at meetings with important external bodies.	
Contracts	H	Be aware of the contractual arrangements with local council and/or facility owner/lessor.	Always
		Be aware of all contractual arrangements with funding programs.	
Planning/risk reduction task	H	As an executive member you are required to manage the outcomes of the operational plan and risk reduction tasks.	Always
Policy and procedures	H	As an executive member, be aware of the content of all policies and procedures ensuring that they are reviewed yearly.	
Volunteer Management	H	Ensure that the recognition and reward program is in place prior to the commencement of the season/duties.	Prior to season
		Ensure the recognition program is being implemented.	Always

KEY RISKS

<p>To the Organisation is when</p>	<ul style="list-style-type: none"> • you don't know the difference between leading and controlling. • you don't know the importance of open communication. • you don't know or implement the tasks of your position within the timeframes allocated • you don't know the legal requirements of the organisation (constitution, leases, rules, or funding obligations) • you work in isolation • you attempt to do everything on your own and you don't delegate • the club is worse off, because of the way you and other members manage decisions • you don't consider the impact your decisions may have on the future existence of the organisation • you don't communicate effectively with each other or with members • you operate to further your own personal agenda • you are not respectful to other members of the Board, volunteers or members
<p>To Organisation performance is when</p>	<ul style="list-style-type: none"> • you don't recognise that you need help • you don't understand the important of auditing and tracking performance (financial, organisation, on- field development). • you don't ensure that the administration and management needs are appropriately financed &/or supported. • you don't recognise, reward and support club volunteers, for their contribution
<p>To the YOU when</p>	<ul style="list-style-type: none"> • you are set up for failure because the members' or your own expectations are too high • you are placed in situations where you are required to make decisions on your own • members refuse to provide the resources required to administer the organisation • you are burn out - To prevent burn out, ensure your duties are realistic - the organisation must "share responsibility" & you must "delegate" responsibility. If you do too much and don't delegate you will burn out. It is then difficult to find another volunteer and all your hard work will be lost

NAME OF POSITION
HOLDER:

SIGNATURE OF POSITION
HOLDER:

DATE / /

WITNESS SIGNATURE

DATE / /