

TASK SHEET

COMPETITION DIRECTOR			
TASK	RISK FACTOR	EXPECTED OUTCOME	WHEN
Ensure the Responsibilities of the Corporations Act are discharged	H	Ensure executive members maintain the Corporation Act requirements.	Always
		Ensure the financial statements are prepared, audited and forwarded to ASIC at end of the financial year.	Always
		Ensure the organisation always has a Secretary's position and that ASIC is aware of the Secretary's details.	Always
		Ensure that all records and communication information & material are maintained appropriately.	Always
Positions task	H	Attend and prepare for Board meetings and participate appropriately in meetings.	Always
		Undertake any assignments given by the committee to you as an individual or member of a sub-team	When required
		Maintain current knowledge about the workings of the association, the constitution, rules and key issues.	Always
		Undertake any assignments given by the Board	Always
	H	Be well informed on all organisation activities and be aware of future directions	Always
	M	Organise and delegate tasks	Always
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.	Always
Policy and procedures	M	As a Board member, be aware of the content of all policies and procedures and ensure they are reviewed annually.	Always



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Planning/risk reduction task	H	As a Board member, you are required to manage the outcomes of the operational plan and risk reduction tasks.	Always
Confidentiality	H	Implementation of the Code of Conduct and confidentiality requirements of the board.	Always
Volunteer Management	H	Ensure that the recognition and reward program for volunteers has been implemented.	Always
Serve the members of the Organisation and assist the Board in managing the outcomes of the sport's competition and events standards and development	M	Manage the competition standards for each discipline of the sport	Always
	M	Manage competition and events calendar	Always
	M	Liaise and cooperate with the Technical Director and the Officiating Coordinator	Always
	M	Maintain a high level of communication with the designated region attached to this position	Always



KEY RISKS

To the Organisation is when	<ul style="list-style-type: none"> • you don't know what the Executive are making decisions on. • you are complacent and let the Executive take control &/or do everything • you don't monitor- and/or ensure that no individual or specific cluster of individuals have control or undue influence • 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 • it is worse off, because of the way you and other members of the team 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 Board members • you operate to further your own personal agenda • you are not respectful to other members of committee, volunteers or members
To Organisation's performance is when	<ul style="list-style-type: none"> • you don't recognise when you need help • you don't understand the importance 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 volunteers, for their contribution
To YOU when	<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 burnt 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 / /