TASK SHEET

COMMUNICATION DIRECTOR

TASK	RISK FACTOR	EXPECTED OUTCOME	WHEN
Ensure the Responsibilities of the Corporations Act are discharged	H	Ensure executive members maintain the incorporation 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	Prepare for committee meetings and participate appropriately in meetings.	Mthly
		Undertake any assignments given by the committee to you as an individual or member of a sub-team	
		Maintain current knowledge about the workings of the organisation, the constitution, rules and key issues.	Always
		Attend organisation meetings.	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
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

COMMUNICATION DIRECTOR

TASK	RISK FACTOR	EXPECTED OUTCOME	WHEN
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
Manage the standards of communication	M	Oversee the management and delivery of Company communication	Always
		Keep the communication processes relevant to members' and community needs (internally and externally	Always
		Maintain a high level of communication with the designated region attached to this position	Always

KEY RISKS

To **the Association** is when	• 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 **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 members • you operate to further your own personal agenda • you are not respectful to other members of the Board, volunteers or members
To **Association performance** is when	• 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.

KEY RISKS

To the **YOU** when	• 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 association must "share the load" & 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 / /