TASK SHEET

TECHNICAL 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	Attend and prepare for Board meetings and participate appropriately in meetings.	As required
		Undertake any assignments given by the Board to you as an individual or member of a sub-team	As required
		Maintain current knowledge about the workings of the organisation, 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
	M	Maintain a high level of communication with the designated region attached to this position	Always
Contracts	H	Be aware of the contractual arrangements with local council and/or facility owner/lessor	Always
	M	Be aware of all contractual arrangements with funding programs.	Always

TECHNICAL DIRECTOR

TASK	RISK FACTOR	EXPECTED OUTCOME	WHEN
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
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 is utilised where appropriate.	As required
Manage the technical development, standards of the sport, technical operations, education and training as determined by the Board	M	Oversee the management and delivery of the Company programs and courses	Always
	M	Maintain close liaison and cooperation with the Coaching and Officiating Coordinators	Always
	M	Provide technical assistance to members, or refer on to the Coordinators in their specialist areas.	Always

KEY RISKS	
To **the Organisation** 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 Board members • you operate to further your own personal agenda • you are not respectful to other members of the Board, volunteers or members
To **Organisation 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 club volunteers, for their contribution
To **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 organisation must "spread" & you must "delegate" responsibility… if you do too much and don't delegate you will burn out and it will be difficult to find another volunteer and all your hard work will be lost

NAME OF POSITION HOLDER: _____

SIGNATURE OF POSITION HOLDER: _____ **DATE** / /