

# Job Descriptions AWA

## **President**

The President is the principal leader of the Archery Society of WA, and has overall responsibility for the administration of the Society.

The President sets the overall annual committee agenda (consistent with the views of the members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the president is to facilitate effective committee meetings.

## **Responsibilities and Duties**

The President is elected by the members and is responsible for representing the views of the members.

The President should:

- Manage committee and/or executive meetings
- Manage the Annual General Meeting
- Represent the Society at local, state, regional and national levels
- Act as a facilitator for Society activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Attend quarterly meetings with the Department of Sport and Recreation to ensure funding obligations are met.

## **Knowledge and Skills**

Ideally the President is someone who:

- Can communicate effectively
- Is well informed of all Society activities
- Is aware of the future directions and plans of members
- Has good working knowledge of the constitution, rules and duties of all office holders and subcommittees
- Is a supportive leader for all Society members

## **Vice President:**

### **Responsibilities and Duties**

- Chair Council meetings when the President is unavailable.
- Represent the Society with respect to the duties of the President when the President is unavailable.
- Help committees.

## **Secretary**

The secretary is the chief administrative officer of the Archery Society of WA. This person provides the coordinating link between members, the management committee and outside agencies.

### **Responsibilities and Duties**

The secretary is directly responsible to the President of the Society as well as the members of the Society.

The Secretary should:

- Prepare the agenda for Society meetings with the chairperson
- Make arrangements including venue, date, times and hospitality for the Societies meetings
- Send adequate notice of the meetings
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the Societies AGM
- Take the minutes of meetings
- Write up the minutes as soon as possible after the meeting
- Read, reply and file correspondence promptly
- Maintain files of legal documents such as constitution, leases and titles
- Act as the public officer of the Society, liaising with members of the public, affiliated bodies and government agencies
- Communicate information between Society Council and Society members.

### **Knowledge and Skills Required**

Ideally the Secretary is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the Constitution

## **Treasurer**

The Treasurer is the chief financial management officer for the Society.

### **Responsibilities and Duties**

The treasurer is directly responsible to the president of the Archery Society of WA and the members of the Society.

The treasurer should

- Prepare a budget and monitor it carefully
- Keep the Society books up to date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange for audit
- Give a treasurer's report at regular meetings and when required
- Produce an annual financial report
- Send out accounts
- Pay the bills

### **Knowledge and Skills Required**

Ideally the Treasurer is someone who is:

- Well organised
- Able to keep good records

- Able to allocate regular time periods to maintain the books
- Able to work in a logical orderly manner
- Be aware of information and records which are required to be kept for the annual audit.

## **Member Protection Officer**

### **Responsibilities and Duties**

The role of the Member Protection Officer within the Society and Club structure is to be a point of contact in the event that a club and Society member has a complaint with a fellow member or member of the public. In addition, the Member Protection Officer should educate the members about relevant legislation.

## **Recorder**

### **Responsibilities and Duties**

- Record and update all AWA records.
- Issue record certificates.
- Update all Australian records.
- Make sure each club has updated record lists for both AWA and Archery Australia.
- Claim all FITA Star, records and medals from Archery Australia.
- Make sure all clubs know how to claim records or medals and keep this information up to date.
- Report to the AWA Executive Committee at the monthly meetings.
- Provide an annual written report for presentation at the AGM

## **State Coach**

### **Responsibilities and Duties**

- Available to Clubs and Individuals for Coaching of the advanced archer.
- Direct coaches in their education in coaching and accreditation.
- Conduct training sessions for State Teams, Senior & Junior.

- Conduct seminars and or coach instructor courses.
- Submit coaching articles in state publications.
- Advise on National Coaching matters and attend National coach meetings.
- Report to the AWA Executive Committee at the monthly meetings.
- Provide a written report for presentation at the AGM.
- Be a member of the Selection Committee

## **Coaching Administrator**

### **Responsibilities and Duties**

- Monitor Coach accreditation within the State.
- Liaise with Archery Australia to maintain a current register of W.A. accredited coaches
- Liaise with the State Coach re. camps, seminars, coaching courses, etc
- Report to the AWA Executive Committee at the monthly meetings.
- Provide a written report for presentation at the AGM

## **Judges Administrator**

### **Responsibilities and Duties**

- Keep records of all AWA Judges.
- Encourage AWA members to become Candidate Judges.
- Conduct accreditation courses for candidate judges.
- Conduct Judging (upgrade) Seminars for all accredited judges.
- Report to the AWA Executive Committee at the monthly meetings.
- Provide a written report for presentation at the AGM.
- Attend National Judges meetings if possible.

## **Tournament Director**

### **Responsibilities and Duties**

- Develop, in concert with clubs and the AWA Council, the annual calendar of interclub tournaments
- Conduct meetings as necessary to organise state championships events and provide advice on running of same.
- Maintain a state awards register and purchase medals and inserts for state events as necessary.
- Liaise with clubs running events to ensure any assistance required or arrange medals engraving or other administrative activity as required.
- Report to the AWA Executive Committee at the monthly meetings.
- Collate scores and determine winners of annual trophies
- Arrange for engraving of annual trophies
- Supervise the role of the Ranking List Submitter

## **Ranking List Submitter**

### **Responsibilities and Duties**

- Assist Tournament Director to develop the annual calendar of interclub tournaments
- Register qualification and ranking events with AA
- Submit Monthly Qualifying and Ranking events and Tournaments Scoresheet to the AA Ranking and Calendar Coordinator
- Educate members about Ranking Lists and encourage participation in ranking shoots

## **Youth Coordinator**

- Receive and act upon correspondence from the National Youth Director regarding Western Australian archers.
- Liaise with the registrar to keep records of all AWA juniors, names and address etc.
- Keep records of juniors scores for progress, patches, postal and tournaments.
- Oversee the Ozbow program for juniors.
- Order Ozbow patches, T-shirts and Achievement Certificates from the National Junior Director.

- Distribute new information to the AWA juniors (through the club secretaries) as received from the National Junior Director.
- Keep the National Junior Director informed of all activities and incentives taking place in WA.
- Report to the AWA Executive Committee at the monthly meetings.
- Provide an annual written report for presentation at the AGM.
- Attend National Junior Coordinating meetings if possible.

## **Equipment Officer**

- Generally responsible for the overseeing and control of all equipment belonging to AWA.
- Holds the key for the equipment shed.
- Report to the AWA committee regarding equipment upgrades/repairs that are required.
- Call tenders for and order target faces and butts for AWA run state and national events.
- Arrange working bees to ensure that existing equipment is correctly stored and maintained.
- Dispose of used target and field faces and butts as and when required
- Report to the AWA Executive Committee at the monthly meetings.
- Arrange for the purchase of any miscellaneous items of equipment and consumables, as required, for any AWA event on the shooting calendar.

## **Selection & Awards Committee Chair**

- With a committee, determine method of selection for the State team and distribute to all clubs and select Senior & Junior State teams. as per the AWA By-laws.
- Nominate members for awards for excellence in achievement in sport and sport administration
- Recommend members for Special A.S.W.A. awards ie:- Service awards / Life members etc.

## **Medals Coordinator**

- Order and maintain sufficient stocks of all AA medals and badges as made available by Archery Australia as well as any relevant AWA medals or badges.
- Communicate with all AWA clubs so that all members are aware of available awards and distribute all orders accordingly.
- Report to the AWA Executive Committee at the monthly meetings.
- Provide an annual written report for presentation at the AGM

## **WA Archer Editor**

- Is responsible for publication of the newsletter of AWA.
- Collect articles and photographs on all aspects of archery interest.
- Publish results from tournaments, compile and edit submissions for inclusion in the WA Archer.
- Have the ability as editor to prepare written material personally.
- Email completed drafts to the contracted printer.
- Distribute printed copies to clubs, allied organizations and advertisers.

## **Publicity Officer:**

- Entails anything and everything to do with promoting Archery in WA including: contact with media i.e. TV, radio and newspapers both commercial and community.
- Liaise with community papers, TV and radio and other bodies requesting information about archery.
- Distribute information about major tournaments.

## **WA Olympic Council Delegates/Commonwealth Games W.A. Division Rep,**

- Attend the A.G.Ms for both and also any special meetings called during the year.
- Report to the AWA Executive Committee at the monthly meetings.
- Provide an annual written report for presentation at the AGM



## **AWA Web Master**

- Operate and maintain the AWA web site.
- Set up layouts of pages and upload information to the web site.
- Upgrade information on a regular basis.
- Ensure the hosting and domain name registration renewals are completed on time.

## **Registrar**

- Maintain register of members names and addresses
- Arrange payment to Archery Australia for affiliations quarterly
- Issue membership cards and badges to members upon receipt of affiliation paperwork
- Be able to provide statistics on the societies membership to clubs and outside authorities.

## **Development Officer**

The Primary role of the Development Officer / Administrator is to raise the profile of Archery in Western Australia and ultimately increase the society's membership on a net basis annually.

- Increase participation across the state, encouraging both individuals and club level archers to compete at club, state and national events
- Provide administrative support to the society and clubs
- Maintain the societies Membership and Affiliation data base
- Maintain Department of Sport and Recreation formal documentation and attend quarterly DSR meetings with AWSA President
- Attend AWA Executive and Marketing & Development meetings
- Maintain and assist with AWA Marketing & Development Committee Operational Action Plan
- Work with the Societies Fund Raising officer in identifying fundraising opportunities via grant, corporate sponsorship programs and within the society

- Facilitate promotional events to encourage new members into the society
- Assist state coach where required with promoting coaching events and grant applications

#### KNOWLEDGE/SKILLS/EXPERIENCE

- Sound human relation skills to facilitate relationship building and negotiation with the Department of Sport & Recreation, corporate entities and members of the society
- Must be capable of adapting to and influencing change across the society
- A level of knowledge and experience of business administrative activities
- Sound knowledge of AWA policies and procedures
- Small project management experience would be considered highly beneficial
- Participation in the sport of archery at a state level