



Archery Western Australia Inc.			
Title:	AWA Policy Manual		
Subject:	Appointed Positions (Voluntary)		
Responsibility:	Council of Clubs		
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Effective Date:	21 November 2011		
Replaces	New		
Document Number:	300-002.01-201111	Pages	4
Next Review:	November 2013		

1. Appointed Positions (Voluntary) Policy

- 1.1. The Council of Clubs in accordance with by-law 13 can appoint members to positions that will assist Archery WA (AWA) in promoting the objective of the association. The positions will be known as "Appointed Positions".
- 1.2. The positions as indicated in clause 4.1, will be members of the Council of Clubs in an ex-officio capacity.
- 1.3. Affiliated members can apply for any of the positions listed by completing the appropriate form [300-002.02] and submitting it to the AWA Secretary, 7 days prior to the association's annual general meeting.

2. Appointment

- 2.1. Unless otherwise stated in AWA policy, the filling of appointed positions will be conducted at the first meeting of the Council of Clubs after the annual general meeting.
- 2.2. If more than one nomination is received for any particular position, then the council will conduct a ballot of the Council of Club members at the meeting nominated in clause 2.1
- 2.3. If no nominations are received for a particular position or a vacancy occurs between the Annual general Meetings then the Council of Clubs can call for an Expressions of Interest in undertaking the duties of the position.
 - 2.3.1. The Expression of Interest will be advertised amongst the membership of AWA via a General Notice. The Council will then appoint a member to the position.

3. Special Skill Requirements

- 3.1. Any position that requires a particular skill level, competency or statutory requirement to undertake the functions of the position. The Council of Clubs reserves the right to request evidence to satisfy those requirements before accepting a nomination.
- 3.2. The general duties of each appointed position and the any special skill will be contained within a Job Description Form (JDF) which is available to be downloaded from the AWA website.

4. Responsibility to Report to Council

- 4.1. Any member, who undertakes an appointed position, will be required to report to the Council of Clubs on the activities performed, at such time and frequency as determined by the Council and as detailed in clause 4.3.
- 4.2. The appointed positions are as follows:
 - 4.2.1. Webmaster,
 - 4.2.2. Medals Coordinator,
 - 4.2.3. WA Archer Editor,
 - 4.2.4. WA Shooting Association Delegate (WASA),
 - 4.2.5. WA Sports Federation Delegate (WASF),
 - 4.2.6. WA Olympic Games Delegate,
 - 4.2.7. Commonwealth Games Association Delegate,
 - 4.2.8. Anti-Doping Officer,
 - 4.2.9. Member Protection Officer,
 - 4.2.10. Junior Team Manager,
 - 4.2.11. Senior Team Manager,

- 4.2.12. Tournament Chair,
- 4.2.13. State Coach,
- 4.2.14. Coaching Coordinator,
- 4.2.15. Public Relations Officer,
- 4.2.16. Fund Raiser,
- 4.2.17. Youth Coordinator,
- 4.2.18. Judges Administrator,
- 4.2.19. Selection Committee Chairperson.

4.3. Reporting

- 4.3.1. All reports to council should be in writing and submitted to the Secretary 14 days before the next scheduled Council of Clubs meeting as required in the table below.

Position	Reporting
Webmaster	Bi-Monthly or as issues arise
Medals Coordinator	Monthly - With assets Register.
WA Archer Editor	Quarterly via a Newsletter
Member Protection Officer	As issues arise
Anti-doping Officer	As issues arise
WASF Delegate	As per the timetable of the external meetings
WA Olympic Delegate	As per the timetable of the external meetings
Cwth Games Delegate	As per the timetable of the external meetings
WASA Delegate	As per the timetable of the external meetings
Senior Team Manager	As Directed
Junior Team Manager	As Directed
Tournament Chair	Monthly
State Coach	As Directed
Coaching Coordinator	Monthly
Public Relations Officer	Monthly
Fund Raising Chairperson	Monthly
Youth Coordinator	Monthly
Judges Administrator	Bi-Monthly
Selection Committee Chairperson	As Directed

Notes

This is a compilation table of document 300-002.01 and includes the amendments made to the document by the Council of Clubs. This table does not form part of the document.

Compilation table

Date	Version	Clauses Amended	Details and Comments
21 Nov 2011	1.0	All	New Document
16 Sept 2013	1.1	All	Reformatted to standard document requirements.
21 Oct 2013	1.2	Clause 4.2 & 4.3	Inclusion of all other appointed positions not covered by new constitution.