

POSITION DESCRIPTIONS – OT BOARD

PRESIDENT

RESPONSIBILITIES

The President shall:

- Provide leadership within OT.
- Keep the Executive informed of issues of concern.
- Be guided by the strategies agreed in OT’s Strategic Plan
- Undertake the actions agreed in OT’s annual Operational Plan
- Together with the Secretary, be responsible for the smooth running of OT, dealing with correspondence, preparing meeting agendas and convening meetings of the Board and of OT.
- Preside at every general meeting of OT and at every meeting of the Board and Executive, except when he or she is unable or unwilling to act.
- Represent OT at meetings of Orienteering Australia (or appoint delegate).
- Fulfil legal and other requirements of the President as set out in the OT Constitution, and under the *Associations Incorporation Act 1964* and Regulations including the *Associations Incorporation (Model Rules) Regulations 1997*.

The President shall ensure that the following volunteer or paid positions are filled:

- Event Program Coordinator
- Eventor System Administrator, Freedcamp Administrator, Webmaster, Memberships manager and Event Information managers, web content manager
- OA Councillor and OA delegate
- Club based Member Protection Information Officers

DIRECTORS (NO PORTFOLIO)

RESPONSIBILITIES

The Directors without portfolio shall:

- Be guided by the strategies agreed in OT’s Strategic Plan
- Undertake the actions agreed in OT’s annual Operational Plan
- Fulfil legal and other requirements of the Directors as set out in the OT Constitution, and under the *Associations Incorporation Act 1964* and Regulations including the *Associations Incorporation (Model Rules) Regulations 1997*.
- In the absence of the President, chair meetings of the Board or general meetings of OT.
- Deputise for the President as required by attending meetings, making presentations, etc.
- Develop a knowledge and understanding of the administration of orienteering in Tasmania to support the Board.
- Assist in the drafting and review of policy statements and procedural instructions prior to their addition to the website and manual.

SECRETARY

RESPONSIBILITIES

The Secretary shall:

- Be guided by the strategies agreed in OT's Strategic Plan
- Undertake the actions agreed in OT's annual Operational Plan
- Fulfil legal and other requirements of the Secretary as set out in the OT Constitution, and under the Associations Incorporation Act 1964 and Regulations including the Associations Incorporation (Model Rules) Regulations 1997.
- Together with the President, the Secretary shall be responsible for the smooth running of OT, including dealing with correspondence, preparing meeting agendas, keeping records and convening meetings of the Board or general meetings of OT.
- Keep true and complete records of the business transacted at all meetings of the Board, Executive and at all general meetings of OT.
- Be responsible for liaison with Orienteering Australia and, where appropriate, the International Orienteering Federation.
- Be the public officer of OT

TREASURER

RESPONSIBILITIES

The Treasurer shall:

- Be guided by the strategies agreed in OT's Strategic Plan
- Undertake the actions agreed in OT's annual Operational Plan
- Fulfil legal and other requirements of the Treasurer as set out in the OT Constitution, and under the *Associations Incorporation Act 1964* and Regulations including the *Associations Incorporation (Model Rules) Regulations 1997*.
- Be responsible for keeping true accounts of all sums of money received and expended by OT.
- Be responsible for keeping true account of the assets and liabilities of OT.
- Provide advice to the Board about the formulation of annual budgets and assist the Board in its financial planning.

DIRECTOR, DEVELOPMENT

The Board will appoint one of the five directors to be Director, Development.

RESPONSIBILITIES

The Director Development shall:

- Be guided by the strategies agreed in OT’s Strategic Plan.
- Undertake the actions agreed in OT’s annual Operational Plan.
- Specifically:
 - Increase community exposure to orienteering
 - Understand orienteering’s target “audience” and what would influence them to become members and/or attend more events
 - Maintain a high level of engagement with existing members
 - Implement programs that identify and attract potential new members
 - Implement programs that encourage members to attend more events
- Manage their budget and report on expenditure against budget at Board meetings.
- Ensure that, before making and implementing decisions, clubs are fully consulted on all significant matters, either through a club representative if one is appointed by the member club, or through the club secretary.
- Maintain communication with members of OT.
- Co-ordinate their activities with those of other directors.
- Keep the Board informed of their significant decisions and of any issues of concern.
- Prepare reports to OT as required, e.g. for Annual Report, Operational Plans and Budget.
- Arrange for the representation of OT at relevant Orienteering Australia committees.

The Director Development shall ensure that the following volunteer or paid positions are filled:

- Permanent Course Manager
- Sporting Schools Manager
- Marketing & Communications manager under whom sit the E Bulletin editor, Social Media and web news editor and OA Magazine liaison

DIRECTOR, TECHNICAL

The Board will appoint one of the five directors to be Director, Technical.

RESPONSIBILITIES

The Director Technical shall:

- Be guided by the strategies agreed in OT’s Strategic Plan.
- Undertake the actions agreed in OT’s annual Operational Plan.
- Specifically:
 - Train sufficient event controllers, course planners, mappers and operators of timing software
 - Map or re-map areas sufficient to allow the implementation of OT’s annual calendar of events and upcoming national or international events
 - Procure high quality equipment and software
 - Implement systems to ensure that organising events is as easy and efficient as possible
 - Monitor events to ensure that orienteering technical standards meet those required by the relevant orienteering rules and provide feedback to organisers if they do not
- Manage their budget and report on expenditure against budget at Board meetings.
- Ensure that, before making and implementing decisions, clubs are fully consulted on all significant matters, either through a club representative if one is appointed by the member club, or through the club secretary.
- Maintain communication with members of OT.
- Co-ordinate their activities with those of other directors.
- Keep the Board informed of their significant decisions and of any issues of concern.
- Prepare reports to OT as required, e.g. for Annual Report, Operational Plans and Budget.
- Arrange for the representation of OT at relevant Orienteering Australia committees.

The Director Technical shall ensure that the following volunteer or paid positions are filled:

- Mapping Officer
- Sportident Equipment Manager
- Event Software Manager
- Statistician
- Event Results officer

DIRECTOR, PERFORMANCE

The Board will appoint one of the five directors to be Director, Performance.

RESPONSIBILITIES

The Director Performance shall:

- Be guided by the strategies agreed in OT's Strategic Plan.
- Undertake the actions agreed in OT's annual Operational Plan.
- Specifically:
 - Train sufficient coaches and team managers
 - Develop and implement programs that assist orienteers of all abilities improve their technical skills
 - Develop and implement programs to select and train representatives of State teams
 - Financially assist representatives of State and National teams to attend national/international competition
- Manage their budget report on expenditure against budget at Board meetings.
- Ensure that, before making and implementing decisions, clubs are fully consulted on all significant matters, either through a club representative if one is appointed by the member club, or through the club secretary.
- Maintain communication with members of OT.
- Co-ordinate their activities with those of other directors.
- Keep the Board (and between Board meetings, the Executive) informed of their significant decisions and of any issues of concern.
- Prepare reports to OT as required, e.g. for Annual Report, Operational Plans and Budget.
- Arrange for the representation of OT at relevant Orienteering Australia committees.

The Director Performance shall ensure that the following volunteer or paid positions are filled:

- State Coaching Coordinator under whom sits the JNOL & NOL Coach, School Team Coach and the Coach in Residence Coordinator
- School Team Manager
- NOL & JNOL Manager
- Chair of Selectors
- Awards Coordinator