



Position Statement: NSWTA Board- President

Statutory duties (i.e. those specifically required by law) are given in blue bold type	
Governance	Provide leadership to the organisation
	Ensure [in partnership with the Board] that the organisation's objectives, goals and mission are being followed
	Work with the GENERAL MANAGER to ensure [in partnership with the Board] that the organisation develops in the appropriate direction
	Work with the GENERAL MANAGER to ensure [in partnership with the Board] that the organisation operates in an ethically, environmentally, and socially responsible fashion
	Be the key contact and have open and honest dialogue the Chairs of the National Body and other State Bodies.
Planning	<i>Oversee</i> [in partnership with the Board] <i>the production of a Strategic Plan for the organisation</i>
	Oversee [in partnership with the Board] the regular review and development of the Strategic Plan
Meetings	Ensure that appropriate standing orders are in place
	With the GENERAL MANAGER, prepare the agenda in advance of the meeting
	Chair Board meetings according to Standing Orders
	Rule on issues of meetings procedure not covered in the Standing Orders
	Report to the Annual General Meeting on the situation of the organisation
Administrative & Management	Chair the Executive Committee between Board meetings
	Serve on Board committees as required
	Liaise with Board committee chairs and report to the Board where appropriate
	Assign [in partnership with the Board] administrative duties to Board members and volunteers
	Personally carry out administrative duties as assigned
	Ensure that appropriate recruitment policies and procedures are in place for GENERAL MANAGER and other staff
	Oversee the recruitment of the GENERAL MANAGER
	Ensure that appropriate personnel policies and procedures are in place for GENERAL MANAGER and other staff
	Oversee the annual performance review of the GENERAL MANAGER
	Oversee the succession of the GENERAL MANAGER
	Oversee the management of the business of the Board





	Oversee the management of the recruitment, induction, and training of Board members [in partnership with the Board]
	Oversee the management [in partnership with the Board] of the assessment, review and renewal of the Board
	Oversee the management of the organisation's grievance procedures
	Ensure the harmony of Board deliberations
	Manage [in partnership with the Board] the succession of the position of Chair
	Serve as liaison with the GENERAL MANAGER and, through them, to the staff
	In consultation with the GENERAL MANAGER, report to the Board on staff management issues
Ethics	Ensure both as an individual and as a Board operate in all matters pertaining to the Board and the sport act in an ethical manner for the betterment of the game for all.
Media	Under the organisation's Media Policy, serve as spokesperson for the organisation as appropriate
Promotion	Promote the organisation in the community as opportunities arise
Negotiation	Work with the GENERAL MANAGER in negotiation with other organisations; report to the Board
Legal	Oversee staff to ensure that <ul style="list-style-type: none"> • the modes of performance of all legal requirements are featured in the procedure's manual • the performance of all legal requirements is reported to the Board • the performance of all legal requirements is fully documented.
	Ensure that all legal requirements are met
Finance	With the FINANCE DIRECTOR, oversee the GENERAL MANAGER to ensure that the organisation's financial control procedures are adequate and that risk management strategies are in place
Other duties	As for Board members (below)



Position Statement: NSWTA Board- Technical Director

General	On being elected to the Board, undertake induction and training procedures as provided by the Board
Ethics	Ensure both as an individual and as a Board operate in all matters pertaining to the Board and the sport act in an ethical manner for the betterment of the game for all.
Governance	Ensure State Panels and Technical Directors consider, debate, and vote on issues before them prior to Board recommendations on the basis of the best interests of the organisation only
	Ensure State Panels and Technical Directors comply with the rules, policies, and standing orders of the organisation
Planning	Review the organisation's Technical Plan and Calendar with State Directors and the SPORT MANAGER
	Develop, review and monitor policy
Meetings	Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence
	Where Technical papers are circulated in advance of the meeting, read papers and consider issues before the meeting
	Provide leadership with the Technical Policy and State Directors to contribute to the discussion and resolution of issues at meetings and otherwise as appropriate
	Represent State Directors and Panel at Board level
Administrative & Management	Have high qualifications in at least two technical areas eg. fulfil the criteria of a Director's Position
	Ability to write and edit technical documents
	Develop, review and monitor policy
	Receive and disseminate information promptly to the Board, the GENERAL MANAGER & State Directors
	Monitor Directors Development, research and budgetary plans
	Monitor performance of State Directors and their Panels
	In conjunction with the relevant State Directors & Panels review NSWTA material
Finance	Co-ordinate budget requests & development grants of Technical arms to the GENERAL MANAGER & FINANCE DIRECTOR
Equity	Possess a high degree of knowledge in the area of Equity issues in sport
	Promote a working knowledge of Equity requirements in Touch
Criteria	High level qualifications in at least two technical areas eg. fulfil the criteria of a Director's Position.
Other duties	As for Board members (below)



Position Statement: General Board Member

General	On being elected to the Board, undertake induction and training procedures as provided by the Board
Governance	Consider, debate, and vote on issues before the Board on the basis of the best interests of the organisation only
	Comply with the rules, policies, and standing orders of the organisation
Planning	Review and approve the organisation's Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc)
Ethics	Ensure both as an individual and as a Board operate in all matters pertaining to the Board and the sport act in an ethical manner for the betterment of the game for all.
Meetings	Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence
	Where Board papers are circulated in advance of the Board meeting, read papers and consider issues before the meeting
	Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate
Administrative & Management	Approach employees of the organisation (paid or unpaid) only through the GENERAL MANAGER
	Serve on Board committees as required
	Review and approve the organisation's systems for financial control and risk management
	Only discuss any matters in relation to staff performance with the GENERAL MANAGER
Media	Make comments to the media only as provided in the organisation's Media Policy
Promotion	Promote the organisation in the community as opportunities arise
Fundraising	Participate enthusiastically in any fundraising approved by the Board
Legal & Ethical	Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	If they have any direct or indirect material personal interest in any contract with the organisation, inform the Board immediately
	If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Board on that issue
	If they have any non-material personal conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, inform the Board immediately and follow the Board's rulings as to proper procedure
	At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus