

## **DUTIES OF EXECUTIVE, BOARD MEMBERS AND OTHER OFFICERS**

ONSW Manual **1.2**

### 1. THE EXECUTIVE (as defined in Clause 14(a) of the Constitution)

#### 1.1 Executive

(a) To administer and manage the affairs of ONSW between Board Meetings in accordance with relevant decisions of the Board or Association.

(b) When necessary, to make decisions on behalf of the Board for later reporting in accordance with clause 14(b) of the Constitution.

(c) To attend Board Meetings and act as members of the Board of the Association.

#### 1.2 President

(a) To take primary governance role in the affairs of the Association and to be familiar with the work of other Executive Members, Board Members and other individuals or groups responsible to the Board. To ensure that ONSW represents the best interests of its constituent clubs and members.

(b) To chair meetings of the Association and the Board.

(c) To represent the Association on public occasions, at meetings of government bodies and at other official functions.

(d) To represent the Association at ceremonies associated with NSW events.

(e) To act as spokesperson for the Association on any matters of public controversy affecting the Association.

(f) To maintain communication with the Patron of the Association if any.

(g) To promote recognition of the work of the Association and its individual officers among orienteers and the public.

(h) To be aware of the current policies and decisions of the Orienteering Australia, particularly as they affect orienteering in NSW.

(i) To monitor the activity of the Executive Officer of the Association.

(j) To act as NSW Councillor to OA unless otherwise determined by the Board.

(k) To report to the Board and Association on OA matters of concern to NSW.

(l) To ascertain NSW attitudes to matters to be raised at future meetings of OA.

(m) To ensure that an appropriate safety management system is in place.

(n) To be custodian for long and short term strategy of the Association. To allocate and direct resources to achieve strategic objectives of ONSW.

(o) To perform other duties as directed by the Board.

#### 1.3 Secretary

(a) To ensure that all correspondence is received, directed to the responsible Officer and replied to, where appropriate.

(b) To ensure that agendas, papers and minutes for meetings of the Association and the Board are prepared and despatched.

(c) To ensure that records of Association are well filed and maintained.

(d) To ensure that records of registered members of affiliated clubs are maintained.

(e) To arrange for preparation of the Annual Report and its despatch to members.

(f) To act as Public Officer of the Association ensuring that statutory requirements are observed.

(g) To perform other duties as directed by the Board.

#### 1.4 Finance Director

(a) To direct and monitor the financial affairs of the Association and ensure that they are managed in accordance with current and proper commercial procedures. To be custodian of all financial and commercial procedures of the Association. To manage the balance of expenditure and receipts and oversee the funding of new initiatives to achieve the strategic objectives of ONSW.

(b) To ensure that membership fees, levies and other monies due to the association and that invoices and statements for forwarding to debtors are prepared as required.

- (c) To ensure that all receipts are deposited in the Association bank accounts. To keep secure money of the Association.
- (d) To ensure the receipt of all accounts to Association by the due date.
- (e) To ensure that the books of account of the Association are properly maintained.
- (f) To ensure that financial reports are prepared for each Board Meeting or as otherwise required by the Board.
- (g) To ensure that budgets are prepared as required.
- (h) To ensure that the Board approves all expenditure and that written quotes for all major items of expenditure are obtained for approval by the Board.
- (i) To liaise with the Auditor as required to arrange for the audit of the books of account at the end of each financial year.
- (j) To monitor completion and return of financial documents required by government bodies.
- (k) To monitor the salary and leave records of employees of the Association and ensure that all relevant legal obligations are observed.
- (l) To perform other duties as directed by the Board.

## 2. THE BOARD (Elected at the Annual General Meeting)

### 2.1 Board Members (Directors)

- (a) To administer and manage the affairs of ONSW in accordance with relevant decisions of the ONSW.
- (b) To report regularly, but at least twice every year, directly to registered members of clubs through the ONSW Newsletter on their achievements as Board members
- (c) To make decisions on behalf of the Association for later reporting to the Association.
- (d) To regularly attend meetings of the Board
- (e) To ensure that adequate communication is maintained between the Board and the Association members and their clubs.
- (f) To monitor the preparation of the Annual Report for presentation to the Annual General Meeting.
- (g) To monitor the preparation of Strategic and Operational plans for presentation to the Association. To oversee the achievement of strategic objectives endorsed by ONSW.
- (h) To perform other duties as directed by the Board or Association.

### 2.2 Communications Director

- (a) To direct and monitor the provision of information to registered members of affiliated clubs and others as required.
- (b) To ensure the production of the Association Newsletter.
- (c) To monitor the NSW content in "The Australian Orienteer."
- (d) To monitor the content of the ONSW website
- (e) To represent NSW on the OA Publications Committee unless otherwise determined by the Board.
- (f) To liaise with and involve clubs input into the running of the Association.
- (g) To leverage social media for communication and promotion.

### 2.3 Technical Director

Purpose: To ensure ONSW's events provide enjoyable, fair and safe orienteering.

- (a) To ensure the parts of the ONSW Manual relating to events are appropriate, up-to-date and in line with OA requirements.
- (b) To ensure training and written guidance to event organisers, course setters and controllers is appropriate.
- (c) To ensure NSW events are appropriately controlled and that sufficient controllers are accredited at the various levels.
- (d) To oversee the Mapping Officer in relation to mapping standards and other mapping matters in NSW.
- (e) To oversee the Statistician (OY).
- (f) To ensure NSW is appropriately represented on the OA Technical Committee and Mapping Committee.

(g) To be custodian of the ONSW safety management procedures.

2.4 Marketing and Promotion Director

- (a) To direct and monitor promotion programs in NSW.
- (a) To monitor publicity activities in NSW.
- (c) To monitor orienteering activity in NSW Schools.
- (d) To represent NSW on the OA Development and Participation Committee unless otherwise determined by the Board.
- (e) To monitor the work of the Communications Officer in liaison with the Executive Officer.
- (f) To direct initiatives to achieve participation objectives of ONSW.

2.5 Coaching Director

- (a) To direct and monitor coaching activities and programs in NSW.
- (b) To monitor the National Coaching Accreditation Scheme in NSW.
- (c) To direct the coordination, management and operation of the NSW Junior Squad and NSW Schools Team.
- (d) To facilitate the coordination, management and operation of the Senior Elite Squad (The Stingers)
- (e) To represent NSW on the OA Coaching Committee unless otherwise determined by the Board.
- (f) To liaise with board and executive on funding of coaching activities.

2.6 Planning Director

- (a) To monitor the Association's Operational Plan and report on progress to the Board.
- (b) To represent NSW on such OA Committees as are requested by the Board.
- (c) To manage the event calendar architecture and ensure the preparation of programs of events conducted in NSW.
- (d) To liaise with the Statistician regarding the Orienteer of the Year point scores.

2.7 Special Projects Director

- (a) To direct and monitor activity in special projects (such as Equal Opportunity, Belanglo House, etc) as determined by the Board or Association.
- (b) To monitor the progress of orienteering disciplines other than FootO (MTBO, SkiO, TrailO).
- (c) To represent NSW on the OA MTBO Committee unless otherwise determined by the Board.

2.8 I.T Director

- (a) To manage and control the operation of the website
- (b) To provide IT support and guidance in sports specific software
- (c) To provide guidance and support on related IT hardware (computers, timing h/w, servers, ISP)
- (d) To represent ONSW on the OA IT committee
- (e) To provide guidance and support on general PC s/w
- (f) To report on website statistics
- (g) To be abreast of, and report on technology of relevance to ONSW
- (h) To monitor website activity, and make layout improvement recommendations as required
- (i) To monitor and coordinate Eventor usage by ONSW and provide guidance to ONSW and its clubs
- (j) To represent ONSW on the Eventor working group

3. OTHER OFFICERS (Appointed by the Board following the Annual General Meeting)

3.1 Statistician

- (a) To maintain records of results of major events in NSW and prepare from these the Orienteer of the Year point scores.

(b) To ensure that progress scores are publicised at major events in NSW (and in the NSW Newsletter if possible)

3.2 Mountain Bike Orienteering (MTBO) Officer

(a) To liaise with the Special Projects Director to coordinate MTBO and Duo activities in NSW.

(b) To liaise with the Communications Director to ensure the appropriate programming of MTBO/Duo events.

(c) To ensure that promotional materials for MTBO are available.

(d) To represent NSW on the OA MTBO Committee unless otherwise determined by the Board.

3.3 Squad Coaches and Coordinators (Senior and Junior)

(a) To arrange activities of the NSW Senior Squad and NSW Junior Training Squad in accordance with requirements of the Association and in liaison with the Coaching Director.

(b) To select the Squad membership in accordance with the requirements of the Association.

(c) To recommend to the Board appropriate Squad members to apply for available government grants.

3.4 Belanglo House Manager

(a) To ensure the proper maintenance of the House in accordance with the requirements of the Association and the Forestry Commission.

(b) To improve the facilities of the House for the members of the Association and others as considered appropriate.

(c) To ensure the maintenance of a register of House usage.

(d) To liaise with the Finance Director to ensure suitable financial arrangements are made regarding the House.

(e) To manage receipts and follow up outstanding payments for use of the house.

3.5 NSW Selectors

(a) To select the NSW Honour Team in accordance with the requirements of the Association.

(b) To select NSW Teams to contest the Australian Relay Championships.

(c) To select the NSW Team to contest the Australian Schools Championships.

(d) To select NSW Teams to contest the National O League, Australian Championships (M/W21 and M/W17-20) and such other teams as may be required.

(e) To submit the teams selected to the Secretary for announcement and publication.

(f) To provide input to the OA Selection Panels as requested.

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Adopted: June 2014

Reason: General update to accord with current practice