

## President (Chairperson – Director 1)

The President is the principal leader of MTA and has overall responsibility for the MTA administration and operations.

The President sets the overall annual committee agenda (consistent with the views of 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. The President is one of four Elected Board Members, as per the Constitution.

### Responsible To

The President is elected by the MTA voting rights members at the Annual General Meeting and responsible for representing the views of the MTA members.

### Responsibilities and Duties

The President should:

- Attend and manage all general committee and/or executive meetings.
- Manage the annual general meeting.
- Represent the club/group at local, regional, state and national levels.
- Act as a facilitator for club/group activities.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Oversee all/any disputes between all members of the association, as well as external bodies.
- To ensure all roles and responsibilities are filled and everyone is adhering to their duties.
- Liaise directly with the Administrator on all business operation items, to ensure the smooth running of the association as per the rules of association and Constitution.
- Entitled to one vote only at a Board Meeting and/or General Meeting of the Club and/exercise a casting vote as per the Constitution, if needed.
- Each Board Member is to rotate minute taking responsibilities at all Board and General Meetings, as agreed upon by the majority.

### Knowledge and Skills Required

Ideally the President is someone who:

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

**Term of Appointment:** The President is appointed for a 2 year term (even years, ie 2012, 2014 etc)

**Time commitment required:** The estimated time commitment required as the President is 3 hours per week.

**Honorarium:** \$500.00 per annum

## Vice President (Director 2)

The Vice President is predominantly the second in charge, after the President. However, they also play a strong role within group and executive decisions to ensure the future wellbeing of the association. The Vice President is one of four Elected Board Members, as per Constitution.

### Responsible To

The Vice President is directly responsible to the President and members of MTA.

### Responsibilities and Duties

The Vice President should:

- Assist the President with all tasks detailed in the President's job description.
- Work closely with volunteer recruitment, training and retention of members.
- In the absence of the President, fulfil President's role and job description.
- Must attend all Board and general meetings.
- In the absence of the President, chair all meetings in accordance with the rules of association. This includes having the casting vote upon deadlocks (as per Constitution).
- Entitled to one vote only at a Board Meeting and/or General Meeting of the Club.
- Each Board Member is to rotate minute taking responsibilities at all Board and General Meetings, as agreed upon by the majority.

### Knowledge and Skills Required

Ideally a Vice President is someone who:

- Can communicate effectively and has good interpersonal skills.
- Is positive and enthusiastic.
- Is well organised.

**Term of Appointment:** The Senior Vice President is appointed for a 2 year term (odd years, ie 2013, 2015 etc)

**Time Commitment Required:** The estimated time commitment required as Vice President is 2 hours per week.

**Honorarium:** \$150.00 per annum

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## Technical Director (Director 3)

The Technical Director primarily oversees aspects involving technical attributes. These include Referees, Selectors, Coaches and Representative commitments. They are also considered to be third in charge, after the Vice President. However, they also play a strong role within group and executive decisions to ensure the future wellbeing of the association. The Technical Director is one of four Elected Board Members, as per Constitution.

### Responsible To

The Technical Director is directly responsible to the President and members of MTA.

### Responsibilities and Duties

The Technical Director should:

- Liaise with the relevant directors (Referees, Selectors, Coaching) in all facets of their position descriptions and ensure all duties are met.
- Invite presenters to deliver technical courses on a regular basis to aid development of the club.
- Assist the President with all tasks detailed in the President's job description and attend all Board and general meetings.
- Liaise regularly with the Director of Coaching to ensure all representative issues are communicated with the executive on all accounts.
- Assist with recruitment and recommendation of coaching staff to suitable roles.
- Along with the Director of Referees, assist with the recruitment of representative referees for relevant events.
- Ensure all representatives of the club follow any policies or codes of behaviour for each event, including MTA's own Member Protection Policy.
- Assist with any other duties as directed by the President and/or executive of MTA.
- In the absence of the President and Vice President, chair all meetings in accordance with the rules of association. This includes having the casting vote upon deadlocks (as per Constitution).
- Entitled to one vote only at a Board Meeting and/or General Meeting of the Club.
- Each Board Member is to rotate minute taking responsibilities at all Board and General Meetings, as agreed upon by the majority.

### Knowledge and Skills Required

Ideally a Technical Director is someone who:

- Has a minimum of a Play by the Rules Certificate.
- Can communicate well and has good understanding of the overall touch football rep system.
- Can communicate effectively, has good interpersonal skills and is positive and enthusiastic.
- Has a good understanding of the game of touch and its trends.
- Is well organised.

**Term of Appointment:** The Technical Director is appointed for a 2 year term (even years, ie 2012, 2014 etc)

**Time Commitment Required:** The estimated time commitment required as Technical Director is 2 hours per week

**Honorarium:** \$150.00 per annum

## Finance Director (Director 4)

The Finance Director is the chief financial officer for the MTA. The Finance Director is one of four Elected Executive Board Members, as per Constitution.

### Responsible To

The Finance Director is directly responsible to the President and members of MTA.

### Responsibilities and Duties

The Finance Director should:

- Prepare a budget and monitor it carefully, in liaison with the Administrator.
- Keep the club's books up to date.
- Keep a proper record of all payments and monies received in liaison with the Administrator.
- Must attend all meetings.
- 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 the audit in liaison with the Administrator and/or President.
- Give Finance Director's report at regular meetings and when required.
- Produce an annual financial report.
- Send out accounts.
- Pay all invoices.
- Entitled to one vote only at a Board Meeting and/or General Meeting of the Club.
- Each Board Member is to rotate minute taking responsibilities at all Board and General Meetings, as agreed upon by the majority.

### Knowledge and Skills Required

Ideally the Finance Director is:

- Well organised.
- Able to allocate regular time periods to maintain the books.
- Able to keep good records.
- Able to work in a logical orderly manner.
- Aware of information, which is needed to be kept for the annual audit.

**Term of Appointment:** The Finance Director is appointed for a 2 year term (odd years, ie 2013, 2015 etc)

**Estimated Time Commitment Required:** The estimated time commitment required as Finance Director is 3 hours per week.

**Honorarium:** \$200.00 per annum

## Director of Referees

The Director of Referees is responsible for the human resource planning, recruiting, selection, training and recognition of MTA club Referees.

### Responsible To

The Director of Referees is directly responsible to the President, Technical Director and members of MTA.

### Responsibilities and Duties

The Director of Referees should:

- Liaise with the Technical Director on all referee matters, concerns and activities.
- Assess the Refereeing needs for the club for general running and special events.
- Recruit and recommend the appointment of Referees to suitable roles.
- Organise the orientation, accreditation and the induction of Referees.
- Organise Referee rosters and appointments on all competition nights.
- Organise all representative referee commitments for tournaments and events, as directed by the Board.
- Identify and organise the training and education opportunities for Referees.
- Ensure all Referees are recognised for their efforts.
- Attend all general committee meetings, where possible or if requested.
- Submit regular reports to the club committee.
- Entitled to one vote only at a General Meeting of the Club.

### Knowledge and Skills Required

Ideally a Director of Referees is someone who:

- Can communicate effectively and has good interpersonal skills.
- Is positive and enthusiastic.
- Is well organised.
- Is a minimum of a Level 2 TFA (touch) badged referee.
- Preferably has an Accredited Referee Coaching qualification.

**Term of Appointment:** The Director of Referees is appointed for a 1 year term.

**Estimated Time Commitment Required:** The estimated time commitment required as Director of Referees 4 hours per week.

**Honorarium:** \$200.00 per annum

## Director of Coaching

The Director of Coaching is responsible for the human resource planning, recruiting, selection, training and recognition of MTA's representative Coaches.

### Responsible To

The Director of Coaching is directly responsible to the President, Technical Director and members of the MTA.

### Responsibilities and Duties

The Director of Coaching should:

- Liaise with the Technical Director on all coaching matters, concerns and activities.
- Assess the coaching needs for the club, rep teams and special events.
- Recruit and recommend the appointment of coaching to suitable roles.
- Organise the orientation, accreditation and the induction of coaches.
- Identify and organise the training and education opportunities for coaches.
- Ensure all coaches are recognised for their efforts.
- Attend all committee meetings, where possible or if requested.
- Submit regular reports to the club committee.
- Entitled to one vote only at a General Meeting of the Club.

### Knowledge and Skills Required

Ideally a Director of Coaching is someone who:

- Has a minimum of a Level 1 Touch Coaching Certificate.
- Can communicate effectively and has good interpersonal skills.
- Is positive and enthusiastic.
- Is well organised.
- Has a good understanding of the game of touch and its trends.

**Term of Appointment:** The Director of Coaching is appointed for a 1 year term.

**Estimated Time Commitment Required:** The estimated time commitment required as Director of Coaching is 30min per week. Additional time may be required in the lead up to events, and coaching selections.

## Director of Selectors

The Director of Selectors is responsible for the human resource planning, recruiting, assortment, training and recognition of MTA's representative Selectors.

### Responsible To

The Director of Selectors is directly responsible to the President and members of the MTA.

### Responsibilities and Duties

The Director of Selectors should:

- Liaise with the Technical Director on all selecting matters, concerns and activities.
- Coordinate the allocation of adequate selectors for representative trials and talent identification (if required)
- Assess the selectors needs for the club, rep teams and special events.
- Identify and organise the training and education opportunities for selectors.
- Ensure all selectors are recognised for their efforts.
- Attend all committee meetings, where possible or if requested.
- Submit regular reports to the club committee, or as directed.
- Entitled to one vote only at a General Meeting of the Club.

### Knowledge and Skills Required

Ideally a Director of Selectors is someone who:

- Has a minimum of a Level 1 Selectors Certificate.
- Can communicate effectively and has good interpersonal skills.
- Is positive and enthusiastic.
- Is well organised.
- Has a good understanding of the game of touch and its trends.

**Term of Appointment:** The Director of Selectors is appointed for a 1 year term.

**Estimated Time Commitment Required:** The estimated time commitment required as Director of Selectors is 30min per week. Additional time may be required in the lead up to events.

## Hearings and Grievance Officer

The Hearing and Grievance Officer responsible for the overall coordination of judicial hearings, disciplinary matters and grievance matters of all players, referees, coaches and members of MTA.

### Responsible To

The Hearing and Grievance Officer is directly responsible to the President and members of the MTA.

### Responsibilities and Duties

The Hearing and Grievance Officer should:

- Carry out judiciary hearings where necessary in accordance with the MTA, NSWTA and TFA Judicial guidelines and policies.
- Advise all persons involved in a hearing of their requirement and rights of attendance.

### Knowledge and Skills Required

The judiciary chairperson does not have to be involved in the association, nor do they need to have a good knowledge of the game. They do however need to be an un-biased representative and have no conflicts of interest within any aspect of the club. Ideally, people who fit this role are local lawyers, police officers or experienced individuals with coordinating judicial matters. They can even be sourced from the players in the local competition and have no prior involvement with MTA apart from participating. Guidance should also be sought from NSWTA when appointing someone to this position.

**Term of Appointment:** The Hearings and Grievance Officer is appointed for a 1 year term.

**Estimated Time Commitment Required:** An estimated time commitment required as Judiciary Chairperson of MTA is unable to be provided. This role deals with issues on a case-by-case basis. On average the association may only have 2 cases per calendar year and each case takes approximately 5 hours to coordinate and adjudicate. However, this may vary.



## Public Relations Officer

The Public Relations Officer is responsible for overseeing the implementation of the MTA marketing plan.

### Responsible To

The Public Relations Officer is directly responsible to the President and Administrator of MTA.

### Responsibilities and Duties

The Public Relations Officer should:

- In conjunction with the Committee, develop the club marketing plan.
- Work with the Treasurer and Administrator to develop a budget for the marketing plan.
- Oversee the implementation of the strategies in the marketing plan.
- Maintain the official club website and social media outlets, in accordance with policy.
- To issue perspective media releases.
- To assist with the President and Administrator in sponsorship proposals.
- To assist carrying out all agreements between current sponsors.
- Attend all committee meetings, where possible or if requested.
- Submit regular reports to the club/group committee.
- Entitled to one vote only at a General Meeting of the Club.

### Knowledge and Skills Required

Ideally a Public Relations Officer is someone who:

- Can communicate effectively
- Is positive and enthusiastic
- Is well organised
- Has some marketing expertise and experience in dealing with the local media.

**Term of Appointment:** The Public Relations Officer is appointed for a 1 year term.

**Time Commitment Required:** The estimated time commitment required as the Public Relations Officer is 1.5 hours per week.

## Competition Supervisor

The Competition Supervisor is responsible for overseeing the implementation of the MTA nightly park competitions. The number of nights of competition will determine the Competition Supervisor positions.

### Responsible To

The Competition Supervisor is directly responsible to the President and Administrator of MTA.

### Responsibilities and Duties

The Competition Supervisor should:

- Liaise with the Administrator on all competition fixtures/results.
- Supervise nightly games, being the immediate ground contact for members.
- Supervise the grounds ensuring they are clean at the end of nightly games.
- Liaise with the Director of Referee's regarding refereeing duties, teams of concern and/or breaches of code.
- Report any concerns in regards player registrations to Administrator for team follow up.
- Attend all general meetings, where possible or if requested.
- Submit regular reports to the club/group committee.
- Entitled to one vote only at a General Meeting of the Club.

### Knowledge and Skills Required

Ideally a Competition Supervisor is someone who:

- Is approachable and can communicate effectively.
- Is positive and enthusiastic.
- Is well organised.
- Is well informed of all organisation activities.

**Term of Appointment:** The Competition Supervisor is appointed for a 1 year term.

**Time Commitment Required:** The estimated time commitment required as the Competition Supervisor is 3.5 hours per week (during competitions only, with minimal requirements pre and post competitions).

**Honorarium:** \$10.00 per team in the applicable competition.