

# ARCHERY South Australia Inc

## POSITION DESCRIPTION: EXECUTIVE DIRECTOR

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### Appointment

The Executive Director role is an appointment of the ARCHERY South Australia (ARCHERY SA) Board.

### Objectives

- To ensure that appropriate administrative support is provided to the Chair, ARCHERY SA Board and Sub-Committees (as applicable)
- To provide a “whole of sport” planning focus to ensure the overall efficient management of ARCHERY SA and its functions
- To manage business considered by the ARCHERY SA Board
- To provide support to the ARCHERY SA Board members to ensure the efficient operation of the organisation

### Responsibilities & Duties

#### *Responsible for the following duties*

- Attend all Board meetings, Delegates meetings, Forums, Special General Meetings and Annual General Meetings
- Be able to identify issues of significance to the Board
- Act at all times in the best interests of the sport and within the ARCHERY SA rules and policies, including those of the State and National bodies and any other bodies with which ARCHERY SA is affiliated
- Strive to ensure that ARCHERY SA develops to its full potential
- Always work in an ethical and transparent way

#### *Ideally the Executive Director is someone who*

- Can communicate effectively
- Is well informed of all ARCHERY SA activities
- Is aware of the future directions and plans of ARCHERY SA
- Has a good working knowledge of Constitutions, Rules, Policies and the duties of all Board members, sub-committees (as applicable) and members of staff employed with the organisation/s with which ARCHERY SA is affiliated
- Is a supportive leader for all ARCHERY SA members

#### *Possesses one or more of the following attributes*

- Knowledge of the sport
- Networks and contacts
- Experience in strategic planning
- Experience in business management
- Experience in marketing and public relations
- Experience in government procedures and policies
- Experience in finance and budgets

### Relationships

- Reports to the ARCHERY SA Board

### Accountability

- The Executive Director is accountable to the ARCHERY SA Board
- Seek ratification from the appropriate Board member/s prior to committing ARCHERY SA to any financial expenditure or action