

4.3 Position Descriptions

Version	Date reviewed	Date endorsed	Content reviewed/purpose
1		March 2016	

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4.3.1 President

The President is a member of the Management Committee of the Association and will also be an ordinary member of the Association.

The President shall preside as Chairperson at every meeting of the Management Committee, including the Annual General Meeting. Employees of the Association shall be supervised by the President.

Purpose of the Position

The position is effectively the Chief Executive Officer of the Orienteering Queensland. It is an honorary position but the person is expected to represent the Association to outside bodies as well as lead the organisation to achieve its vision, mission and key performance indicators.

Skills

The incumbent must have management skills, in particular, be well organised and able to conduct meetings. Administration and finance skills would also be an advantage. The ability to resolve conflicting views is important to the success of the position.

Duties and Functions

The President shall:

1. Supervise all aspects of the association including Chairs of Committees and members of the Management Committee and the various orienteering clubs affiliated with the Association
2. Chair all Committee Meetings including the Annual General Meeting and the Annual Strategy Conference.
3. Arrange appointments of all paid employees and contractors
4. Review employment contract of each employee on a calendar year basis and renew the contract if the person is available and, in the opinion of the President, is competent to perform the role
5. Review the financial performance of the Association on a monthly basis
6. Prepare Agendas for Management Committee Meetings and call for reports from all subcommittees
7. In conjunction with the Vice President, attend the annual general meeting and the annual strategic conference of Orienteering Australia and any other meetings as called by the President of Orienteering Australia.
8. Liaise with members of the Board of Orienteering Australia and their employees as necessary.
9. Liaise with State Presidents of other orienteering associations in Australia.
10. Review the Strategic plan of the Association before submission to the Department of Sports and Recreation, Queensland.
11. Authorise payments of wages hours and expense claims of employees,

and other invoices from time to time.

12. Ensure that all reporting obligations are met in relation to funding from the State Government, from OA, and from any other sources of funding.

4.3.2 Vice President

The Constitution of OQ nominates the position of Vice President as a member of the Management Committee (11.1).

The Vice President shall be an ordinary member of OQ. The Vice President is entitled to one vote on behalf of OQ.

The position of Vice President is valid from an AGM to the next AGM.

The Person

The appointee should possess good administrative skills in order to understand and carry out the relevant duties and functions of which the position specifies.

It is preferable that this person will have had some experience at a Management or Committee level and thus have a reasonable understanding of organisations and their workings.

Duties and Functions

1. The Vice President will report to the President.
2. The Vice President will carry out reasonable duties and responsibilities as requested by the President.
3. The Vice President will act on behalf of the President in circumstances when and where the President is unable to undertake his duty.
4. The Vice President is expected to attend all Management Committee meetings.
5. The Vice President is to serve as a member of the Management Committee.
6. The Vice President is to assist the President in coordinating the affairs of OQ, its Committees and Sub-Committees.
7. The Vice President is to attend the OQ Annual Conference.
8. The Vice President, along with the President is expected to attend the OA AGM and the annual OA Conference.

4.3.3 Honorary Treasurer

The duty and responsibilities demand that the Treasurer should have good bookkeeping skills and a sound working knowledge of an acceptable accounting package and use of appropriate spreadsheets. The position may be paid.

Purpose of Position

The purpose of this position is to maintain a high level of professionalism in OQ's financial administration.

Reporting

The Treasurer will report to the President of OQ at regular intervals. He/She is expected to attend OQ Management committee meetings, which are held approximately every six weeks. In addition the Treasurer is expected to make a presentation to the OQ annual conference and contribute to the six monthly and annual reporting to Sport and Recreation Queensland.

The Person

The treasurer would have:

1. Bookkeeping skills, or the ability to rapidly acquire such skills;
2. A sound knowledge of, or the ability to acquire a sound knowledge of, the Associations Incorporation Act and other relevant regulations;
3. Good written and oral communication skills;
4. Superior organisational skills to ensure all deadlines are met.

A sound working knowledge of an acceptable accounting package and appropriate spreadsheet usage would be a distinct advantage.

Duties

1. Maintain accounting records in such a manner as would enable true and fair accounts of the Association to be properly prepared from time to time
2. Maintain such accounting records as correctly record and explain the transactions and financial position of the Association
3. Prepare "user friendly" financial reports for management committee meetings and attend these meetings, which are held approximately every 6 weeks
4. Manage available cash in order to ensure the Association is able to meet all debts when they fall due
5. Prepare annual budgets and cash flow forecasts and assist in the preparation of annual funding application to Sport and Recreation Queensland
6. Prepare financial statements for the Annual Report
7. Prepare the necessary financial reports for, and attend the annual OQ

conference

8. Ensure OQ complies with the financial sections of the Associations Incorporations Act, all Tax regulations, and other relevant legislation
9. Keep accounting records in such a manner that would minimise audit costs

4.3.4 Honorary Secretary

The Honorary Secretary is a member of the Management Committee, and will also be an ordinary member of the Association.

Purpose of Position

The primary purpose of this position is to maintain a high level of professionalism in OQ administration and assist in improving strategic planning. The appointee is to assist the President in conducting the Annual Conference, and is responsible for coordinating the annual review of the Strategic and Operations Plans, and the annual funding submissions and reports to Sport and Recreation Queensland.

Reporting

The Honorary Secretary is required to attend OQ Management Committee meetings.. In addition the Honorary Secretary will be responsible, in conjunction with the President, for ensuring timely reporting to Sport and Recreation Queensland (SRQ) and OA.

Skills

The appointee will ideally have had previous experience in sports administration, and particularly experience on the OQ Management Committee. Having previous experience in orienteering or being prepared to participate in orienteering is desired.

Duties

1. Attend all OQ Management Committee meetings.
2. Assist in organisation and conducting of the Annual Conference of OQ.
3. Co-ordinate the review and preparation of OQ's strategic plan and Operations Plan
as a result of confirmed decisions emanating from the annual conference.
4. Assist in the preparation and lodgement of the annual application for funding and all required reports to SRQ.
5. Liaise with, and attend relevant meetings with SRQ, Sports Federation of Queensland, and other appropriate state and council bodies.
6. Liaise with OA office bearers and employees on a needs basis.
7. Continue review and development and implementation of policies and schemes such as Member Protection, Risk Management, Anti Harassment etc.

4.3.5 Chair Development

The Chair of Development (CD) is a member of the OQ Management Committee, and will also be an ordinary member of the Association.

Purpose of Position

The primary purpose of this position is to maintain a high level of professionalism in OQ and is to be responsible for reviewing, developing and implementing strategies for the Development and Promotion of Orienteering in Queensland.

Reporting

The CD is required to attend and report to OQ Management Committee meetings. In addition the CD will be responsible for liaising with OA as necessary, e.g. at Easter meetings. The CD will also contribute to the 6 monthly and annual reporting to Sport and Recreation, Queensland.

Skills

The appointee should have had experience in development and promotion, preferably in the sports field. The person should also have at least five years orienteering experience.

Duties

Development

1. Encourage and support all clubs to increase memberships and promote orienteering in local areas.
2. Assist where necessary in the development of new regional areas.

Promotion

1. Chair the Development and Promotion Committee meetings and give direction on raising community awareness of orienteering through publicity and promotional activities.
2. Maintain supplies of current promotional materials and support Club based promotions.
3. Establish and maintain media contacts so as to promote orienteering and events in the print media on a regular basis.
4. Prepare media releases at appropriate times and endeavour to have results of events published in local and mainstream newspapers.

4.3.6 Chair Performance

The Chair of Performance (CP) is a member of the OQ Management Committee, and will also be an ordinary member of the Association.

Purpose of Position

The primary purpose of this position is to co-ordinate all aspects of coaching and athlete development in Queensland. This involves ensuring effective and efficient use of all coaching resources, and smooth progression of coaching, training and development opportunities. The CP will supervise planning and budgeting of squads and other coaching projects, and liaise with OA, QSOA, Government bodies and the OQ Committee.

Reporting

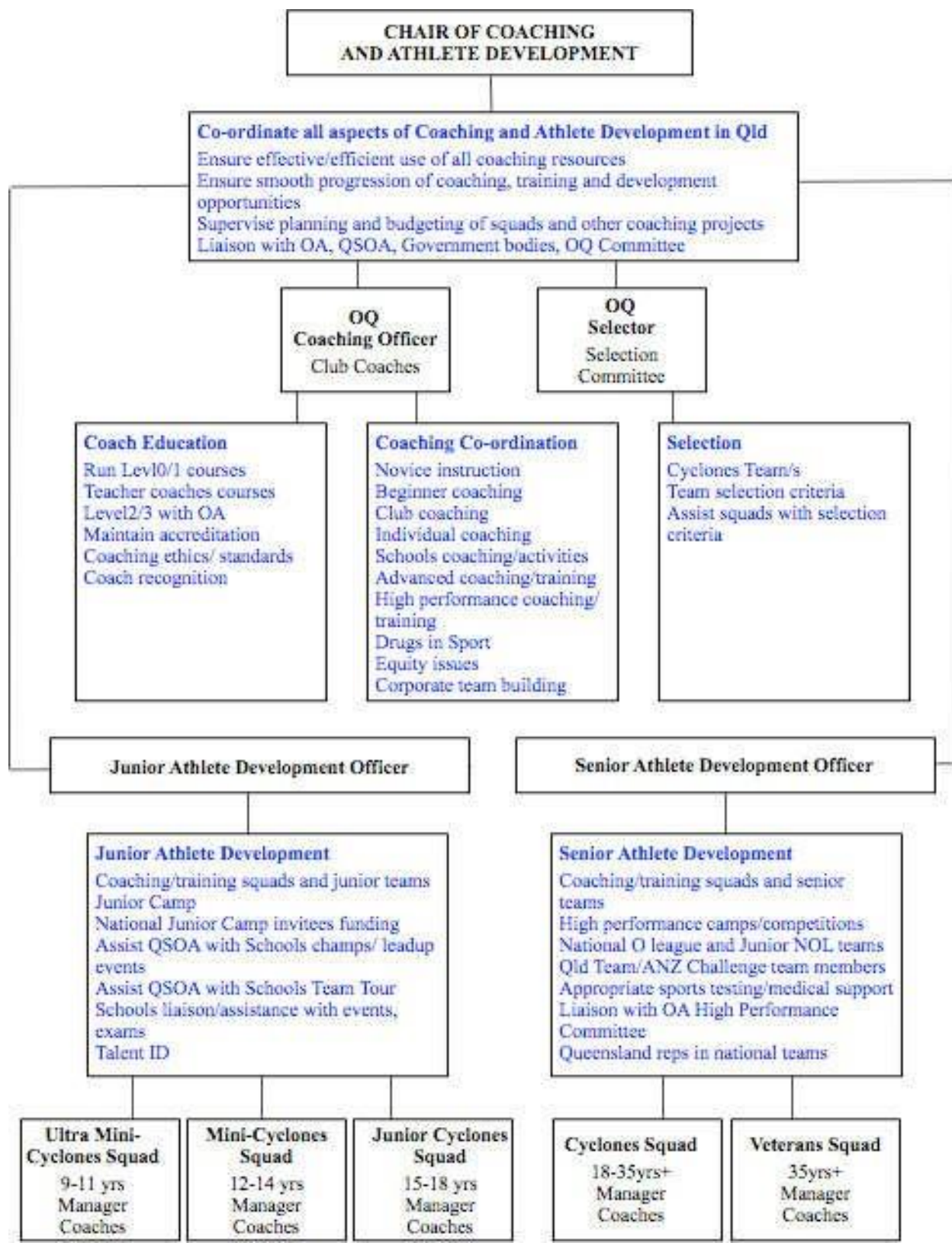
The CP is required to attend and report to OQ Management Committee meetings. In addition the CP will be responsible for liaising with OA as necessary, e.g. at Easter meetings.

Skills

The appointee will ideally have had at least 5 years orienteering experience, preferably running in A classes, plus appropriate coaching and management skills. Level 2 Coaching Certificate is considered a minimum requirement.

Duties

1. Co-ordinate all coaching and athlete development programs in the state.
2. Chair the OQ Coaching and Athlete Development Committee.
3. Liaise with the Queensland Schools Orienteering Committee and report to the management committee on schools championships and selection procedures.
4. The attached diagram shows more specific duties, which may be assumed by the Chair, or ideally several people responsible for various areas of coaching and athlete development.



4.3.7 Chair Technical

The Chair of Technical (CT) is a member of the OQ Management Committee, and will also be an ordinary member of the Association.

Purpose of Position

The primary purpose of this position is to co-ordinate all technical activities of orienteering in Queensland. The CT will supervise planning and budgeting of all technical activities including events, training of event officials and mapping.

Reporting

The CT is required to attend and report to OQ Management Committee meetings. In addition the CT will be responsible for liaising with OA as necessary, e.g. at Easter meetings.

Skills

The appointee will ideally have had at least five years orienteering experience, preferably running in A classes, plus appropriate technical skills. The person should be at least a Level 2 Controller.

Duties

1. Co-ordinate the event calendar including liaising with club representatives to develop and produce the calendar well in advance of the start of the calendar year.
2. Co-ordinate all event official training including workshops for event organisers, course setters and controllers.
3. Co-ordinate all mapping activities conducted by OQ.

4.3.8 OQ Affiliated Club Delegate

The OQ delegate from each individual orienteering club is a voting member of OQ Operations Committee and in addition, is responsible for the effective communication of orienteering information both to and from the parent OQ and the delegate's club.

The Person

The delegate should be an orienteer with some past experience and organisational skills so as to be in a position to positively contribute to orienteering organisational matters. In addition, the delegate needs to be able to commit time outside of official meetings so as to further the issues and activities that make up a delegate's role.

Duties

1. The club delegate who is elected to represent their club at OQ meetings shall be a financial member of OQ and also be a member of the club that is being represented.
2. The club delegate is to be elected to the club's committee on an annual calendar year basis in line with OQ's operations.
3. The club delegate is to regularly attend OQ Operations Committee meetings; and procure a substitute, from the delegate's club to attend, if they are unable to do so. As well the delegate is expected to attend the Annual OQ Conference.
4. The club delegate is to regularly attend his or her own Club Management Committee meeting.
5. The club delegate is to represent their club's position at OQ meetings and support the club's position with documentation and or verbal presentations.

4.3.9 Cyclones Coordinator

Queensland Cyclones is the state's [elite squad](#).

Orienteering Queensland will pay an honorarium of \$500 to a person willing to take on the role of Cyclones Coordinator for the year. Preference will be given to Cyclones members. The option to split the work and payment between two people is available.

Responsibilities

Training:

Consult with members and coordinate training as desired (e.g. could include camp, occasional sessions, regular training, coaching possibilities). Liaise with OQ regarding funding as required.

National Orienteering League:

Suggest flights, and book accommodation and car hire for interstate NOLs.

- Liaise with OQ Treasurer for payment of accommodation and car hire.
- Submit information to treasurer for athlete subsidies to be paid after each NOL.
- Ensure participants under 18 years old running elite classes at NOL events provide letter signed by parents giving permission for drug testing.

Coordinate Cyclones events

Typically:

OY1 Sprint

Late Nov/early Dec – 3 x Cyclones Sprints (fundraisers)

- Liaise with OQ Mapping Officer to decide suitable venues
- Organise permissions (liaise with clubs on who to contact, what to provide)
- Recruit course setter, controller, and helpers on the day (equipment, registration, computer, collecting controls, etc.)
- Liaise with clubs to borrow and return equipment
- Liaise with Promotions Officer to advertise event

Membership:

Encourage school-leavers of suitable standard to join Cyclones Squad

Publicity:

- Liaise with Promotions Officer to advertise Cyclones achievements and events
- Post/encourage relevant posting on [Queensland Cyclones Facebook page](#)