

POSITION DESCRIPTION

POSITION DATA

Title: EXECUTIVE OFFICER
Organisation: *Club name here*
Reports to: CHAIR PERSON & MANAGEMENT COMMITTEE

Functional Relationships

President	Treasurer	Marketing & Promotions Manager
Executive Committee	Caretaker	

POSITION SUMMARY

The Executive Officer is responsible for handling the administrative affairs of the _____ club/group. This person promotes the aims and objectives of the club/group.

The roles and responsibilities of the Executive Officer vary greatly from club to club and executive officers will tell you that their duties often expand beyond what is normally expected of the Executive Officer.

The Executive Officer is directly responsible to the President of _____ and the members of _____.

DUTIES

1. Marketing

- Promote to all ages.
- Coordinate media coverage and liaison.
- Source funding and sponsorship.
- Investigate and implement new competitions and ways of introducing people to the club.

2. Administration

- Correspondence.
- Liaise with clubs.
- Coordinate annual prize giving
- Prepare annual report.
- Monthly reports to management committee.
- Prepare agendas, minutes and reports for management committee.
- Prepare association calendar of events and monthly newsletter.

3. Competitions

- Coordinate representative (including national league) and inter-club including:
 - draw preparation
 - court allocation
 - recording scores

- Organise representative accommodation, travel and catering.

4. Other

- Coordinate junior coaching programmes.
- Implement volunteer recruitment and retention strategies.
- Perform other tasks as may be required by management committee from time to time.

KNOWLEDGE AND SKILLS REQUIRED

Show an understanding of sport

- Awareness of club and association operating environment.
- Knowledge of laws and guidelines of the sport.

Demonstrate successful management experience

- Effective organisational and time management skills.
- Effective oral and written skills.
- Be computer literate.
- Show a high standard of personal and professional presentation.
- Be a self starter.

Negotiate

- Conduct fundraising activities.
- Prepare and present sponsorship packages.
- Liaise with NSO.
- Liaise with RST.

Offer public relations skills

- Manage media relationships.
- Articulate 'the sports' issues in local press.
- Act as spokesperson for the local Association.
- Produce high quality print materials.

Lead a successful regional organisation

- Offer personal and pleasant leadership.
- Supervise volunteers.

ESTIMATED TIME COMMITMENT REQUIRED

The estimated commitment required as the Executive Officer of _____ is _____ hours per week.

The Executive Officer is appointed for a _____ term.

The time commitment required as the Executive Officer of a club/group varies greatly from club/group to club/group. Smaller clubs may require an Executive Officer to spend only a half hour to an hour per week or larger clubs, two to three hours per week on Official duties.