



Position Description

TECHNICAL DIRECTOR

Preamble

The Technical Director has supportive responsibility for the Eastern Suburbs Touch Association technical and participation arms. At the operational level, the major function of the Technical Director is to facilitate and oversee the effective administration and operations of Eastern Suburbs Touch Association technical arms.

The Technical Director is one of five Elected Executive Members, as per constitution.

The Technical Director should have a strong working relationship with the NSWTA Technical Director.

1. Responsible To

- 1.1. The Technical Director is elected by the members with voting rights at the Annual General Meeting and responsible to the President Eastern Suburbs Touch Association

2. Direct Reports

- 2.1. Referees Director
- 2.2. Coaching Director
- 2.3. Selectors Director (if applicable)
- 2.4. Juniors Director (If applicable)

3. Knowledge and Skills Required

Criteria for the Technical Director is:

- 3.1. Meets as a minimum the requirements for one of the following Coaching Director, Referees Director, Selectors Director (if applicable)
- 3.2. Ability to present as a minimum four (4) technical accreditation courses throughout the year
- 3.3. Preparedness to travel to Regions affiliates to provide development opportunities

Skills for Technical Director

- 3.4. Communicates effectively
- 3.5. Is well informed of all association activities

- 3.6. Is aware of the future directions and plans of members
- 3.7. Has a good working knowledge of the constitution, rules and the duties of all office holders and sub-committees
- 3.8. Is a supportive leader for all members
- 3.9 Able to meet strict deadlines
- 3.10. Must hold a valid NSW Working with Children Check (WWCC)

4. General

- 4.1. Liaise directly with the Executive on all technical arm operation items, to ensure the smooth running of the association as per the rules of association and constitution
- 4.2. Liaise with the relevant Directors (Referees, Selectors, Coaching) in all facets of their position descriptions and ensure all duties are met
- 4.3. On being elected to the Executive, undertake induction and training procedures as provided by the Executive

5. Governance

- 5.1. Ensure Regional Panels and Technical Directors consider, debate, and vote on issues before them prior to Executive recommendations based on the best interests of the association only
- 5.2. Ensure Regional Panels and Technical Directors comply with the rules, policies, and standing orders of the association.
- 5.3. Consider, debate, and vote on issues before the Executive on the basis of the best interests of the association only
- 5.4. Comply with the rules, policies, and standing orders of the association

6. Planning

- 6.1. Review the association's Technical Plan and Calendar with relevant Directors and the NSWTA
- 6.2. In collaboration with relevant technical arm Directors develop, review and monitor policy

7. Meetings

- 7.1. Attend all meetings, or, if unavoidable, apologise in advance for absence
- 7.2. Entitled to one vote only at an Executive Meeting and/or Management Committee Meeting of the Club.
- 7.3. Where Technical papers are circulated in advance of the meeting, read papers and consider issues before the meeting
- 7.4. Provide leadership with the Technical Policy and Regional Directors to contribute to the discussion and resolution of issues at meetings and otherwise as
- 7.5. Where required represent the Region at NSWTA meetings appropriate

7.6. Represent Regional Directors and Panels at Executive level

7.7. Each Executive Member is to rotate minute taking responsibilities at all Executive and General Meetings, as agreed upon by the majority

7.8. Attend NSWTA meetings relevant to portfolio as required

8. Administrative & Management

8.1. Serve on Executive committees as required

8.2. Ability to write and edit technical documents

8.3. Develop, review and monitor policy

8.4. Receive and disseminate information promptly to the Executive and Regional Directors

8.5. Monitor Directors Development, research, and budgetary plans

8.6. Monitor performance of Regional Directors and their Panels

8.7. In conjunction with the relevant Regional Directors & Panels review Eastern Suburbs Touch Association material

9. Media

9.1. Make comments to the media only as provided in the association's Media Policy

10. Promotion

10.1. Promote the association in the community as opportunities arise

11. Finance

11.1. Coordinate budget requests & development grants of technical arms to the Executive & Treasurer

12. Fundraising

12.1. Participate in any fundraising approved by the Executive

13. Legal & Ethical

13.1. Avoid making any improper use of their position in the association to gain any material advantage for themselves, or for any other person, or to the detriment of the association

13.2. Avoid making any improper use of any information acquired by virtue of their position in the association to gain any material advantage for themselves, or for any other person, or to the detriment of the association

13.3. If they have any direct or indirect material personal interest in any contract with the association, inform the Executive immediately

13.4. If they have any direct or indirect material personal interest in any contract with the association, not vote in the Executive and/or Management Committee meetings on that issue

13.5. If they have any non-material personal conflict of interest in any matter before the Executive and/or Management Committee, or believe that the perception of such a conflict might arise, inform the Executive and/or Management Committee immediately and follow the Executive and/or Management Committee's rulings as to proper procedure

13.6. At all times conduct Executive and Management Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus

14. Criteria

14.1. Have high qualifications in at least one technical area e.g., fulfil the criteria of a Director's Position

15. Term of Appointment

15.1. The Technical Director is appointed for a two year term under Clause 15.3 of the Constitution.

16. Time Commitment Required

16.1. The estimated time commitment required is 4 hours per week.

17. Honorarium:

17.1. As per Policy and as agreed to by the Executive.

18. Position Review

18.1. This position description will be reviewed bi-annually in conjunction with NSWTA to ensure it remains relevant to Eastern Suburbs Touch Association operations and reflects both community expectations and legal requirements.

Last Review Date: 6 July 2022