



Archery Western Australia Inc.			
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Subject:	Appointed Positions (Voluntary)		
Responsibility:	Council of Clubs		
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Appointed Positions (Voluntary) Policy

1. The Council of Clubs in accordance with by-law 13 can appoint members to positions that will assist Archery WA (AWA) in promoting the objective of the association. The positions will be known as “Appointed Positions”.
2. The positions as indicated in clause 10, will be members of the Council of Clubs in an ex-officio capacity.
3. Affiliated members can apply for any of the positions listed by completing the appropriate form and submitting it to the AWA Secretary, 7 days prior to the association’s annual general meeting.
4. Unless otherwise stated in AWA policy, the filling of appointed positions will be conducted at the first meeting of the Council of Clubs after the annual general meeting.
5. If more than one nomination is received for any particular position, then the council will conduct a ballot of the Council of Club members at the meeting nominated in clause 4
6. If no nominations are received for a particular position or a vacancy occurs between the Annual general Meetings then the Council of Clubs can call for an Expressions of Interest in undertaking the duties of the position. The Expression of Interest will be advertised amongst the membership of AWA via a General Notice. The Council will then appoint a member to the position.
7. Any position that requires a particular skill level, competency or statutory requirement to undertake the functions of the position. The Council of Clubs reserves the right to request evidence to satisfy those requirements before accepting a nomination.
8. Any member, who undertakes an appointed position, will be required to report to the Council of Clubs on the activities performed, at such time and frequency as determined by the Council.
9. The general duties of each appointed position will be contained within a Job Description Form (JDF) which is available to be downloaded from the AWA website.
10. The appointed positions and requirement are as follows:

Position	Reporting	Special Requirements
Webmaster	Bi-Monthly or as issues arise	Knowledge of internet protocols including FTP and an ability to design and author web pages in HTML as a minimum.
Medals Coordinator	Monthly based on control of AWA assets.	Basic stock control, stock ordering and invoicing skills.
WA Archer Editor	Quarterly through the production of newsletter	Ability to use Desktop Publishing Software.
WA Shooting Association Delegate (WASA)	As per the timetable of the external committee meetings	
WA Sports Federation Delegate (WASF)	As per the timetable of the external committee meetings	

WA Olympic Games Delegate	As per the timetable of the external committee meetings	
Anti-doping Officer	As issues arise that relate to changes in State/Federal Government and AA-FITA policy	Understanding of current AA-FITA polices
Commonwealth Games Association Delegate	As per the timetable of the external committee meetings	
Member Protection Officer	As issues arise	Understanding of contemporary mediation methods.
Junior Team Manager: Appointment will be as per the State Team Selection Policy	As directed	Require Working With Children Card.
Senior Team Manager: Appointment will be as per the State Team Selection Policy	As Directed	May require Working with Children Card depending on team composition.