



UNDERWATER HOCKEY AUSTRALIA

www.underwaterhockeyaustralia.org.au

Incorporation Number: IA12072

ABN: 25 692 918 153

Underwater Hockey Australia Committee Position Description

EXECUTIVE DIRECTOR

Reports to:	UHA members (State Reps)
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The Executive Director (ED) is the principal leader and has overall responsibility for the organisation's administration. The ED sets the overall annual committee 'agenda' (consistent with the views of members), help the committee prioritise its goals and then work collaboratively to work within that overall framework. At the operational level, the major function of the ED is to facilitate effective management of UHA activities.

Roles / Responsibilities:	<ul style="list-style-type: none">- be well informed of all organisation activities;- be aware of the future directions and plans of members;- have a good working knowledge of the constitution, rules and the duties of all executive committee members and officers;- manage committee and/or executive meetings;- manage the annual general meeting;- co-ordinate representation of the organisation at local, regional and national levels;- be a supportive leader for all organisation members;- act as a facilitator for organisation;- ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members; and,- Lead the Executive Committee in preparation and presentation of the strategic two and five year plans.
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Working Team:	The Executive Committee (Treasurer, Secretary, Tournament Director, Development Director)
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