

DUTIES OF OFFICERS AND COMMITTEES

1.4

1 THE BOARD

1.1 General

- a) To administer and manage the affairs of the Orienteering Australia between Council meetings in accordance with relevant decisions of the Council.
- b) Where necessary, to make decisions on behalf of the Council for later ratification by the Council in accordance with Clause 12.2 of the Constitution and to communicate all significant decisions via email.
- c) To ensure that adequate, two-way communication is maintained between the Board and the Council is maintained between Council meetings.
- d) To prepare the Annual Report for presentation to the Annual General Meeting.
- e) To prepare the Strategic and Operational Plans for discussion at the Annual Conference and adoption at the Annual General Meeting.

1.2 President

- a) To take prime responsibility for the co-ordination of the affairs of the Orienteering Australia and to be familiar with the work of other Board members, Committees of the Council and other individuals and groups responsible to the Council.
- b) To chair meetings of the Council, and be familiar with the Constitution and Standing Orders of the Orienteering Australia, with a view to ensuring the efficient and orderly conduct of such meetings.
- c) To represent the Orienteering Australia on public occasions, at meetings of government bodies and at other official functions.
- d) To represent the Orienteering Australia at ceremonies associated with national events, at international events held in Australia and where practicable, at relevant international events held overseas.
- e) To act as spokesperson for the Orienteering Australia on any matters of public controversy affecting the Orienteering Australia.
- f) To maintain regular communication with the Patron of the Orienteering Australia (if a Patron has been appointed) and appraise the Patron in a general manner of the current activities of the Orienteering Australia.
- g) To promote recognition of the work of the Orienteering Australia and its individual officers among orienteers and the general public.
- h) To be aware of the current policies and decisions of the International Orienteering Federation, particularly as they affect orienteering in Australia.
- i) To nominate a Board member to act his/her behalf in circumstances when the President is unable to undertake this duty.
- j) To perform other duties as directed by the Council.

1.3 Director (Finance)

- a) To manage the financial affairs of the Orienteering Australia in accordance with current and proper commercial procedures.
- b) To ensure that membership fees, levies and other monies due to the Orienteering Australia are received, and prepare invoices and statements for forwarding to debtors as required.
- c) To deposit all receipts in the Orienteering Australia's bank account as soon as possible.
- d) To prepare and arrange payments as required and arrange to pay Orienteering Australia creditors by the due date.

- e) To maintain the books of account of the Orienteering Australia.
- f) To prepare financial reports for each Council meeting or as otherwise required by the Council, such reports to include as minimum an income and expenditure statement (on a comparative basis with the previous year for annual reports), a balance sheet, a summary assessment of the financial position of the Orienteering Australia and a list of payments made since the last financial report.
- g) To prepare budgets as part of the Strategic and Operational Plans.
- h) To ensure that expenditure above the approved amount is in accordance with Council or Board decisions and obtains written quotations for major items of expenditure for approval by the Council or the Board as required.
- i) To liaise with the auditor as required during the year and arrange for the audit of the books of account at the end of each financial year.
- j) To perform other duties as directed by the Council or the Board.

1.4 Director (Technical)

- a) To take responsibility for co-ordination of the affairs of the Orienteering Australia in the technical area and to be familiar with the work of the Committees and individuals as listed below.
- b) To oversee, report on and represent at Council and the Board the activities of the following:
 - Technical Committee
 - Mapping Committee
 - IT Committee
 - Events Committee
 - Statisticians
 - Badge Scheme Secretary.
- c) To perform other duties as directed by the Council or the Board.

1.5 Director (Development)

- a) To take responsibility for co-ordination of the affairs of the Orienteering Australia in the development area and to be familiar with the work of the Committees and individuals as listed below.
- b) To oversee, report on and represent at Council and the Board the activities of the following:
 - Development and Participation Committee
 - Media and Sponsorship Committee
 - Website Management Group
 - The Editor of *The Australian Orienteer*
 - Editorial Reference Group
 - Schools Liaison Officer.
- c) To perform other duties as directed by the Council or the Board.

1.6 Director (High Performance)

- a) To take responsibility for co-ordination of the affairs of the Orienteering Australia in the Elite Competition area and to be familiar with the work of the Committees and individuals as listed below.
- b) To oversee, report on and represent at Council and the Board the activities of the following:
 - Manager High Performance
 - Manager, Coaching & Officiating Development
 - Coaching Committee
 - High Performance Management Groups
 - Selection Panels
- c) To oversee, report on and represent at Council the coaching, management and organisation of Australian Teams (See Operational Manual Leaflets [New] 5.1, 5.2, 5.3 and 5.4).

- d) To oversee, report on and represent at Council the coaching, management and organisation of the National Squad, the National Junior Squad and National Junior Development Squad (See Operational Manual Leaflets [New] 5.7, 5.8 and 5.10).
- e) To perform other duties as directed by the Council or the Board.

1.7 Public Officer

- a) To ensure that the Orienteering Australia's business is carried out within the requirements of the Association's Incorporation Act 1991 (ACT).
- b) The Public Officer is not a member of the Board, unless also one of the elected Board members.

2 COMMITTEES**2.1 Committee Chairpersons**

- a) To keep the relevant Board Director fully briefed on the activities of the Committee.
 - b) To chair meetings of the relevant Committee.
 - c) To continue the business of the Committee between meetings via email.
 - d) To attend and present the views of the Committee at meetings of the Council or the Board when requested.
 - e) To act as spokesperson for the Committee.
 - f) To co-ordinate the work of the Committee, to liaise with Convenors of any sub-committee set up within that Committee, and to be familiar with the work of such sub-committees.
 - g) To prepare agendas, minutes, reports and other material related to the work of the committee and arrange for such material to be despatched to their counterparts in other States, members of the Committee and to other Council members as required.
 - h) To prepare and sign outgoing correspondence on behalf of the Committee.
 - i) To liaise with the relevant Board Director to determine an annual plan for the Committee, which is contributed on behalf of the Committee to the Strategic and Operational Plans of the Orienteering Australia.
 - j) To maintain a current list of the members of the Committee on the Committee webpage.
 - k) To delegate duties within the Committee as appropriate.
 - l) To maintain the Committee webpage.
 - m) To perform other duties as directed by the Council or the Board.
- For specific duties of Committees refer to items 2.3 to 2.14 below.

2.2 Committee Members

- a) To attend the meetings of the relevant Committee.
- b) To continue the business of the Committee between meetings via email.
- c) To be involved in working groups and sub-committees of the relevant Committee.

2.3 Technical Committee

- a) To update the competition rules for the conduct of orienteering events in Australia.
- b) To support the education of controllers through the National Officiating Accreditation Scheme in liaison with the Manager, Coaching & Officiating Development.
- c) To update the specific rules applying to the conduct of National Events controlled by the Orienteering Australia.

- d) To formulate the Australian contribution to the rules for international orienteering competitions involving Australia.
- e) To interpret and apply to Australian orienteering, rules and technical standards promulgated by the International Orienteering Federation.
- f) To develop and encourage a uniform standard for course setting and event controlling throughout Australia.
- g) To update the rules applying to the Badge Scheme.
- h) To liaise with the International Orienteering Federation with respect to technical matters.
- i) To undertake other tasks of a technical nature as directed by the Council or the Board.

The composition of this Committee will be determined in accordance with clause 5.3 of the Constitution.

2.4 Mapping Committee

- a) To interpret and apply to Australian orienteering the mapping standards of the International Orienteering Federation.
- b) To liaise with the International Orienteering Federation with respect to mapping matters.
- c) To undertake other tasks related to mapping as directed by the Council or the Board.

The composition of this Committee will be as determined by the Board taking into consideration the recommendation of the Chairperson.

2.5 IT Committee

- a) To gather material on the use of information technology in orienteering, and monitor progress on future developments.
- b) To define appropriate standards, particularly to facilitate the exchange and interfacing of information and systems and to facilitate cooperation on the development and adoption of common systems.
- c) To work closely with other Committees, acting as a point of reference for developments in information technology.
- d) To give encouragement and practical assistance, where possible, to persons working on applications of information technology.
- e) To keep the Orienteering Australia informed on known developments in applications of information technology to both administrative and technical aspects of orienteering.
- f) To liaise with the Website management Group in the maintenance of the Orienteering Australia website.
- g) To undertake other tasks related to information technology as directed by the Council or the Board.

The composition of this Committee will be determined in accordance with clause 5.3 of the Constitution.

2.6 Events Committee

- a) To make detailed recommendations to the Council or the Board in regard to the conduct and scheduling of National events in Australia.
- b) To consult with Constituent Associations as necessary to prepare a recommended National Fixture List for submission to the Council for its approval.
- c) To revise the National Fixture List as required.
- d) To liaise with IOF and other countries in the Asia-Pacific Region to formulate a long-term plan for International events in our region.
- e) To undertake other tasks related to National and International events as directed by the Council or the Board.

The composition of this Committee will be determined in accordance with clause 5.3 of the Constitution.

2.7 Development and Participation Committee

- a) To co-ordinate the development of orienteering both nationally and through the state Associations, especially through community and school-based programs.
- b) To co-ordinate the preparation and production of promotional material of national relevance, including brochures, posters, films and video tapes, software and internet materials and liaise with the Publications Committee for their production.
- c) To develop and promulgate ideas for the continuing development of orienteering in Australia.
- d) To provide a supportive environment for the professional development of paid State Development Officers throughout orienteering.
- e) To provide support for unpaid and volunteer members of the Orienteering Australia and the states who assume responsibilities in the area of development and participation.
- f) To liaise with the International Orienteering Federation with respect to development matters.
- g) To disseminate development ideas from the International Orienteering Federation or other sources to state Associations.
- h) To undertake other tasks of a development and participation nature as directed by the Council or the Board.

The composition of this Committee will be determined in accordance with clause 5.3 of the Constitution.

2.8 Media and Sponsorship Committee

- a) To develop and implement a marketing plan (including marketing and media strategies) for the Orienteering Australia and state Associations.
- b) To seek sponsorship at the national level and support sponsorship efforts at state, regional, club and individual levels where appropriate.
- c) To operate within the guidelines of the Orienteering Australia Sponsorship Policy and be responsible for the implementation of that Policy.
- d) To monitor and evaluate the success of marketing, media and sponsorship strategies.
- e) To undertake other tasks of a media and sponsorship nature as directed by the Council or the Board.

The composition of this Committee will be as determined by the Board taking into consideration the recommendation of the Chairperson.

2.9 Editorial Reference Group

The Group is not an editorial committee and will not have executive powers, which will remain with the Board or the Editor as appropriate.

- a) To provide advice on matters referred to it by:
 - the Editor on the publication of possibly contentious material, including letters, articles, photos, etc,
 - the Editor on advertising policy, or
 - the Board on issues raised by readers and other stakeholders concerning material published in *The Australian Orienteer*

The Board shall appoint the Group.

2.10 Coaching Committee

- a) To support the National Coaching Accreditation Scheme.
- b) To develop coaching curricula and publish supporting documentation.
- c) To administer the regulatory requirements of the Australian Sports Commission with respect to orienteering coaching in conjunction with the Manager, Coaching & Officiating Development.

- d) To liaise with the Australian Sports Commission on matters relating to coach education in conjunction with the Manager, Coaching & Officiating Development.
- e) To provide information to orienteering coaches in conjunction with the Manager, Coaching & Officiating Development and the Manager High Performance.
- f) To develop strategies to improve the quality of orienteering coaching in conjunction with the Manager, Coaching & Officiating Development and the Manager High Performance.
- g) To develop and oversee national talent search programmes in conjunction with the Manager High Performance.
- h) To administer orienteering coaching awards as determined by the Council or the Board.
- i) To administer orienteering coaching scholarships as determined by the Council or the Board.
- j) To undertake other tasks related to coaching as directed by the Council or the Board.

The composition of this Committee will be determined in accordance with clause 5.3 of the Constitution with the Manager, Coaching & Officiating Development being the Chair and the Manager High Performance also being a member of this Committee.

2.11 High Performance Management Groups

There are two High Performance Management Groups. One has responsibility for foot orienteering and the other for mountain bike orienteering.

- a) To develop short-term and long-term plans for coaching and supporting of National Squads and development of performance criteria.
- b) To prepare and manage relevant budgets for national coaching effort.
- c) To manage the human resources required to prepare Australian teams for international competition.
- d) To establish a system of mentor coaches to conduct training camps and offer support for orienteers in regional areas.
- e) To advise the Board on the composition of team management and coaching for Australian Teams.
- f) To foster among orienteers the ideals of orienteering, athletic and personal excellence.
- g) To undertake other tasks related to high performance coaching as directed by the Council or the Board.

The composition of the HPMG (foot) will be the Director (High Performance) as Chairperson, Manager High Performance, the National Senior Coaches, the Bushrangers Coach, the National Junior Coach, the Chairperson of the Senior Selection panel, the Chairperson of the Junior Selection panel, the Director (Development), Manager, Coaching & Officiating Development and a representative of Australian elite foot orienteering competitors.

The composition of the HPMG (MTB) will be the Director (High Performance) as Chairperson, Manager High Performance, the National Senior Coach, the National Support Coach, the Chairperson of the MTBO Selection panel, the Director (Development), Manager, Coaching & Officiating Development, the Chairperson of the MTBO Committee and a representative of Australian elite mountain bike orienteering competitors.

2.12 Website Management Group

- a) To implement and maintain a system of contributors for news of major events and other fresh content.

- b) To maintain the OA Competition Rules, OA Operational Manual and other information as required by the Council or the Board on the OA Website.

The composition of this Group will be as determined by the Board taking into consideration the recommendation of the Chairperson.

2.13 Selection Panels

There are three Selection Panels. One has responsibility for Senior foot orienteering, one for Junior foot orienteering and the other for mountain bike orienteering.

- a) To select the National Squad, National Junior Squad and Australian representative teams as required by the Council.
- b) To oversee procedures for selection to ensure that the best possible teams or squads can be selected.
- c) To maintain records of relevant competition results and ranking lists.
- d) To undertake other tasks related to selection as directed by the Council or the Board.

The composition of the Panels will be determined in accordance with Operational Manual 5.1 (Australian Teams).

2.14 MTB Orienteering Committee

- a) To oversee the conduct of Mountain Bike Orienteering (MTBO) in Australia.
- b) To make recommendations to the Council or Board on the specific rules applying to the conduct of MTBO Events in Australia.
- c) To formulate a programme of MTBO events in Australia.
- d) To liaise with the International Orienteering Australia with respect to MTBO matters.
- e) To liaise with the Australian Cycling Orienteering Australia.
- f) To undertake other tasks relating to MTBO as directed by the Council or the Board.

The composition of this Committee will be determined in accordance with clause 5.3 of the Constitution.

3 OTHER APPOINTMENTS

3.1 Statisticians

General Rankings Compiler

- a) To maintain the National Ranking List in accordance with procedures agreed by the Council, and to liaise with National Event organisers to obtain event results in the required format.
- b) As soon as practicable after the last National Ranking Event of each Year, to compile the National Ranking List and submit copies to the Executive Officer, the OA Website Editor and the Editor of The Australian Orienteer.
- c) As soon as practicable after the relevant event of each year, to compile the result of the Silva Orienteer of the Year score and submit copies to the Executive Officer, the OA Website Editor and The Editor of The Australian Orienteer.

Elite Rankings Compiler

- a) To maintain the National Elite Ranking list, and provide an up-to-date ranking list on the OA website.
- b) As soon as practicable after the last National Elite Ranking Event of each Year, to compile the National Elite Ranking List and submit copies to the Executive Officer and the Editor of The Australian Orienteer.
- c) To advise Council (through the Director, Technical) of changes which are required to the National Elite Ranking Scheme.

3.2 Badge Scheme Secretary

- a) To maintain a register of results of all events eligible for badge credits, and liaise with event organisers to obtain event results in the require format.
- b) To confirm that badge credit cut-off times published for badge events have been calculated in accordance with the Badge Scheme Rules.
- c) To receive applications and payments for badges and to forward badges to applicants and payments to the Director (Finance).
- d) To arrange for the production and date-marking of badges as required.
- e) To forward a list of successful badge applicants to the Editor of *The Australian Orienteer* prior to the deadline for copy for each issue.
- f) To advise the Director (Technical) of any problems experienced in the implementation of the Badge Scheme, with recommendations for amendment to the Badge Scheme Rules if appropriate.

3.3 Schools Liaison Officer

- a) To maintain liaison with Constituent Associations and their nominated representatives with respect to the conduct of the Australian Schools Orienteering Championship.
- b) To liaise with School Sport Australia with respect to the conduct of the Australian Schools Orienteering Championships and other matters relevant matters. (It is expected that the Schools Liaison Officer will be the School Sport Australia, National Secretary for Orienteering.)
- c) To undertake other tasks relating to schools as directed by the Council or the Board.

4. CONTRACTED OFFICERS

The following part time paid contracts may be appointed at the discretion of the Council or the Board.

4.1 Executive Officer

The specific duties of the Executive Officer are:

Administrative

- a) To receive all enquiries and correspondence, reply to enquiries and correspondence or direct enquiries and correspondence to responsible officers, as applicable.
- b) To prepare agendas and prepare, collate and dispatch documents for the meetings of the Council and the Board.
- c) To attend all meetings of the Council and the Board.
- d) To prepare and dispatch minutes of the meetings of the Council and the Board.
- e) To maintain records of correspondence, agendas, papers and minutes of meetings, and communications from the Board to the Council.
- f) To draft (in consultation with the Public Officer) amendments to the Constitution as directed by the Council or the Board.
- g) To prepare and update Rules, Regulations, Standing Orders and the Operational Manual as directed by the Council or the Board.
- h) To prepare and maintain the policies, particularly those relating to Anti-Doping, Member Protection and Risk Management, as directed by the Council or the Board.
- i) To collaborate with the President and the Directors, in the preparation and distribution of the final drafts of strategic plans and operational plans.
- j) To administer any awards offered by Orienteering Australia.

Liaison

- k) Serve as the point of contact for the state orienteering associations with the Council and the Board.

- l) Serve as the focal point of liaison with the Australian Sports Commission and complete returns and reports as required by the Australian Sports Commission.
- m) Serve as the focal point for liaison with government agencies, providing evaluations and reports and prepare sponsorship submissions as required.
- n) Serve as the focal point for liaison with other organisations such as the Australian Sports Foundation, the Confederation of Australian Sport and the Australian Sponsorship Register.
- o) Ensure that all officers and committees of the Orienteering Australia comply with commitments and obligations they have within the Orienteering Australia and to other agencies, particularly the Australian Sports Commission.

Statistical

- p) Receive and collate statistical data from state associations and maintain the data for use in planning and reporting.

4.2 Manager High Performance

The specific duties of the Manager, High Performance are:

Primary Activities

- a) In conjunction with members of the High Performance Management Groups, develop and facilitate the implementation of an annual HP orienteering training program and competition that is attractive to all elite orienteers and prepares the best Australian orienteers for international competition.
- b) In conjunction with National Team Coaches for foot and MTBO maintain liaison and assist with the development of State and/or elite training groups and their coordinators/coaches.
- c) In conjunction with National Team Coaches identify and implement strategies to improve the competitive performance of athletes in major international competitions and World Championships.
- d) In partnership with the OA Manager Coaching & Officiating Development facilitate the development of coaching skills among coaches working with High Performance athletes.

Head Coach at the ACT Academy of Sport

- e) maintain close liaison with ACTAS management and staff, including attending all relevant meetings;
- f) supervise the activities of the ACTAS Orienteering Squad; and
- g) on behalf of the OA HP Management Groups work with ACTAS on ways it can provide state-of-the-art support for Orienteering in Australia,
- h) Maintain liaison with other State/Territories Academies/Institutes of Sport.

Duties on behalf of Orienteering ACT

- i) OACT ACTAS responsibilities;
- j) OACT Anti-Doping Officer.

National Orienteering League

In conjunction with the Director (Development) & Director (High Performance) administer the conduct of the National League:

- k) prepare and implement strategies to market the National League;
- l) call for applications by member states to conduct events as a part of the National League;
- m) liaise with National League event organisers to ensure a balanced program of formats; and
- n) liaise with State coaches/managers about team preparation & participation.

4.3 Manager, Coaching & Officiating Development

The specific duties of the Manager, Coaching & Officiating Development are:

OA Liaison Officer with the Australian Sports Commission

- a) Administer the accreditation processes for OA coaches and controllers in the National Coaching Accreditation Scheme (NCAS) and National Officiating Accreditation Scheme (NOAS) respectively;
- b) Advise OA on the requirements of curriculum development under the NCAS and NOAS;
- c) Administer the regulatory requirements of the ASC with respect to risk management:
 - legal issues in coaching and controlling,
 - coaches' and controllers' code of ethics.
- d) Maintain the OA file of signed copies of coaches' and controllers' codes of ethics.

Manager, Coach Development

- e) Develop strategies for improving the quality and frequency of orienteering coaching in Australia;
- f) Oversee the development and revision of orienteering coaching curricula and coach updating policies, and publish supporting documentation;
- g) Arrange an annual Coach Development workshop;
- h) Administer and supervise any Australian Sports Commission (ASC) national coaching scholarships for orienteering;
- i) Publish OA national coaching newsletters and bulletins
- j) Arrange and administer coaching programs for the following levels:
 - Level 2 orienteering coach,
 - Level 3 orienteering coach;
- k) Administer OA's Coaching Awards Scheme; and
- l) In partnership with the OA Coaching Committee develop a range of talent identification strategies for orienteering in Australia.

Chair of the OA Coaching Committee

- m) Convene meetings of the OA Coaching Committee;
- n) Produce and circulate relevant agenda for, and minutes of, meetings of the OA Coaching Committee; and
- o) Carry out such other duties as directed by OA in accordance with OA Operational Manual - Item 1.2, paragraph 21 (under revision).

Manager Curricula Development

- p) Manage and undertake the development, maintenance and publication (or option - Manage arrangements for the development, maintenance and publication) of orienteering coaching curricula;
- q) Review and revise coaching policies, and publish supporting documentation; and
- r) Manage and undertake the development, maintenance and publication (or option - Manage arrangements for the development, maintenance and publication) of orienteering officiating curricula.

4.4 Editor (*The Australian Orienteer*)

- a) To be responsible for the editorial management of *The Australian Orienteer*.
- b) To be responsible, with the Director (Finance), for the financial management of the magazine including the preparation of an audited annual financial report and budget for presentation to the Council.
- c) To monitor major production costs and, in conjunction with the Director (Finance), make recommendations to the Council on the subscription rates for the magazine.
- d) To promote sales of the magazine within and outside Australia.

- e) To seek advertising for the magazine from orienteering bodies and commercial enterprises.
- f) To submit articles to an appropriate Committee or individual for review prior to publication when considered necessary in the opinion of The Editor to ensure accuracy and maintain technical standards.
- g) To consult with the Board prior to publication of any materials of a sensitive nature with respect to the image of orienteering or the effects on individual persons.
- h) To liaise with editors of state, national and international orienteering periodicals with respect to the exchange of information and other material.
- i) To perform other duties relating to *The Australian Orienteer* as directed by the Council or the Board.

Adopted
March 2008