

DUTY STATEMENT - STATE TEAM MANAGER

The State Team Manager is responsible to the Board of Management and the making of decisions relating to the administration of the team in conjunction with the State Team Executive Committee. The State Team Manager is responsible for the administration and overall welfare of the State Team coaches, personnel and members on behalf of CAWA.

Key Roles

- To work collaboratively with personnel to achieve the best possible outcome for the team.
- Ensure the planning, administration and financial business of the team is carried out in accordance with the wishes of the Board of Management.
- To plan for the future direction of the CAWA State Team.
- Provide effective team leadership.
- Liaise with the relevant CAWA personnel in order to prepare a budget for presentation to the Board.
- Work closely with the relevant CAWA personnel in order to monitor accounts.
- Liaise with the Board and present applications for personnel positions.
- To represent the Board at the State Team trials, arrange trial dates, venues, trial panel and administration of the trials.
- To have a good understanding of the State Team Policies, CAWA and ACF Policies and codes that govern the sport, and to ensure personnel and members adhere to the policies.
- Represent State Team as a member of the Board of Management.
- Represent the State at a National level; attend Nationals meetings interstate.
- Liaise with ACF Director of Competitions.
- Attend to many administration tasks.
- Attend monthly Board and regular Council meetings and provide a written report to each meeting.
- Organise the State Team Concert in accordance with the Board's wishes.
- Act as a facilitator for State Team activities and liaise with personnel.
- Chair regular State Team meetings.
- Attend each State Team section at least once a month.
- Assist CAWA management with rosters during competitions.
- Able to travel with the State Team to the National Championship.
- Support personnel and team members.
- Willing to drive hire vehicles in the host state.
- Good communication and sound conflict resolution skills.