



ASSISTANT STATE TEAM MANAGER DUTY STATEMENT

The Assistant State Team Manager is responsible to the Board of Management via the State Team Manager and assists the State Team Manager with the administration of the team as directed.

Key Roles

- To assist the State Team Manager by working collaboratively with personnel to achieve the best possible outcome for the team;
- Assist with the planning, administration and financial business of the team, ensuring such is carried out in accordance with the wishes of the Board of Management;
- To assist in the planning for the future direction of the CAWA State Team;
- Provide effective team leadership;
- Work closely with the relevant CAWA personnel in order to arrange uniforms ;
- To represent the Board as rostered, at the State Team trials, arrange trial dates, venues, trial panel and administration of the trials as required;
- 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;
- Attend to many administration tasks as directed by the State Team Manager;
- Assist with the organisation of the State Team Concert in accordance with the Board's wishes;
- Attend regular State Team meetings and complete tasks as directed;
- Attend each relevant 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.