|  |
| --- |
| **Position Description**  **Representatives Coordinator** |

# Position overview

The Representatives Coordinator is an administrative officer of Archery New Zealand. This person provides the coordinating link between Selection Panel Convenor and Association members chosen to represent Archery NZ in international competition. They also manage the administrative processes for the team management positions.

# Responsible to

The Representatives Coordinator is appointed by the Board and is responsible to the Board of Archery NZ (Inc).

# Tenure

2 years (even years)

# Responsibilities and Duties

The Representatives Coordinator should:

* Complete Preliminary registration and final entries for Archery NZ Representative teams or individuals in international competitions via the WAREOS system
* Arrange payment of entries
* Call for volunteers for management team officials
* Organise and book accommodation for athletes, and team officials
* Arrange payment for accommodation
* Provide information to the Treasurer for invoicing athletes for expenses
* Manage relevant paperwork such as Team Agreement contracts etc for athletes and officials
* Liaise with LOC for any necessary information
* Obtain letters to support Visa applications and organise with athlete to arrange/obtian visas
* Arrange relevant team uniforms and delivery of
* Complete any other tasks that relate to the administrative management of Archery NZ representatives

# Person Profile

Ideally the Representatives Coordinator is someone who:

* A well organised self-starter
* Positive and enthusiastic about archery in New Zealand
* Great communicator
* Able to make effective decisions quickly
* Skilled at polite persistence
* Has knowledge and understanding of archery
* Good at working with others remotely to achieve a common goal
* Can maintain confidentiality on relevant matters. (The Representatives Coordinator will be required to sign an Archery NZ Confidentiality Agreement).

# Key relationships:

In completing the responsibilities and duties of this role, the Representatives Administrator will need to establish and maintain good working relationships with the following:

* Convener of the Archery NZ Selection Panel
* Archery NZ Treasurer
* Coaches Commission Convenor
* The Board of Archery NZ
* Team Members

# Deliverables

* Submit regular reports to the Board outlining current status of applications etc that are being dealt with
* Evaluate personal performance annually, reporting to the Board of Archery New Zealand
* Review own position description annually to ensure accuracy and submit potential changes to the Executive Committee.

# Delegations

Nil

Version: July 2016