



# Tuggeranong Archery Club

## Role Description

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### Specific Role or Function Holder

#### Role Statement

The specific role / function holder is responsible for completing the designated role as listed below. The specific role / function holder is to execute the function for which they were elected and provide information to the Committee Member and Executive Committee as requested to aid in the overall function and maintenance of the club and associated activities.

#### Reports to

Committee member / Executive Committee (circle applicable)

#### Required Attributes:

The Specific Role / Function holder will:

- Demonstrate at all times the values and behaviours as detailed in the TAC Values and Behaviours statement
- be forward thinking and committed to meeting the overall goals of the Club.
- be able to work collaboratively with Committee Members, Executive Committee and volunteers
- report openly and honestly when requested.
- be a good role model in representing the Committee

#### Desirable Attributes:

The Specific Role / Function holder should:

- Possess some experience, qualification or be willing to learn the role which they have been elected to fulfill
- Have good communication skills
- Be able to attend committee meeting on a monthly basis (virtual attendance available)
- Ability to give brief reports in writing and verbally (template will be available)

#### Specific roles include but are not limited to:

- Society of Creative Anachronism (SCA) liaison
- Bhutanese Archery liaison
- Hall Manager
- Coaching Coordination (which may be subdivided into Oz-Bow, Come and Try, Members Coaching)
- Events Coordinator
- Club Recorder/Registrar (one person)



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- Grounds Keeper
- Canteen Coordinator
- Range Captain
- Webmaster
- Member Protection Officer
- Equipment Officer
- AACT Delegates (x3)
- Vikings Delegate

Committee Members designated a role (examples above) associated with their position are not expected to execute all functions of the position independently and can expect volunteers with skills specific to the role will fill many of these positions. The Committee Member is responsible for liaising with those executing tasks as requested by the Executive Committee and ensuring tasks are completed. It is the responsibility of the Committee Member to ensure all tasks are completed in accordance with the Club Values and Behaviours in mind, and in liaison with the Club Executive Committee.

The below signed acknowledged their successful election as a Specific Role or Function holder of Tuggeranong Archery Club on the listed date

The Specific Role of Function holder acknowledges that they will be held to the above list of required attributes and will work to the best of their abilities to meet the desirable attributes and specific duties associated with the role.

Where the Specific Role or Function holder demonstrates behaviours that do not align with those detailed by the club, Regional Governing Body, Sports Integrity Australia and/or Play by the Rules the Specific Role or Function holder acknowledges they will be held to account for their actions.

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Specific Role or Function

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Elected Member Name

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Election date

Specific Role or Function holder– Role Description

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Committee Member Signature

\_\_\_\_\_  
Signature date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Signature date

\_\_\_\_\_  
Witness Name

Please detail any specific sub-functions of your role you intend to fulfil / understand you will be required to provide below.

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