

# **IAAA Structural review 2011**

This is a print of the current draft documents on for the IAAA Structural Review.  
The documents are subject to change and for the most up to date version please the website. This is  
a snapshot from December 2011.

Structural Review Website:

<https://sites.google.com/site/iaastructuralreview2011/>

## Project Background

### Background

At the end of the delegate meeting on the 15th May 2011, I put forward my name to act as chairperson of a subcommittee tasked with reviewing the structure of the IAAA. In my mind, the need for this was clear; the delegates had just witnessed another executive member resigning their role because of the unsustainable time commitments required. Moreover, this is by no manner or means the first time this has occurred. Of the previous 14 executives of the association, only the six current executives were present at the meeting. While all of the previous execs had performed admirably in their roles and most finishing out their terms, the question remains as to why the association is unable to keep its administrators. While this question will never be able to be answered 100%, one reason common to all the execs, esp. the directors, is that the workload is impossibly large.

At the time of the delegate meeting I only had anecdotal evidence of this, however a survey of some of the above 14 administrators revealed weekly workloads of over 40 hours. This is clearly an unrealistic time commitment for individuals who are volunteering their time.

The other side of this problem is that because the membership of the association anecdotally knows that the time commitments are large, less and less new volunteers are emerging, resulting in an increased workload for those who do.

### Aim

The aims of this subcommittee are:

1. to make jobs/roles doable by reducing the time commitment
2. to encourage greater participation by the general membership in the running of the association
3. to increase the number of people volunteering for administration roles

### Brief

To review the organisational structure of the association and propose a new structure which includes clearly defined, feasible roles

### NOTE

No review of previous performance or practices of the association or particular individuals within the association will be undertaken by the subcommittee. No information about particular events/decisions will be required; however, a survey of previous administrators about what tasks they completed as part of their role is required.

### Purpose

The purpose of the subcommittee is to **propose** changes to the structure that will make jobs feasible and provide template job descriptions for each role in the proposed structure. These proposals will be brought to the membership at an EGM/AGM.

## **Members of the subcommittee**

Initial members (May-Sept 2011): James Ryan, Cian O'Sullivan, Michael Barrett, Rohan O'Duill and Terence Mac Goff

Several more people have offered their services to the subcommittee after the presentation in September and we will be contacting them shortly with regards adding them to the list above.

## **Work to date**

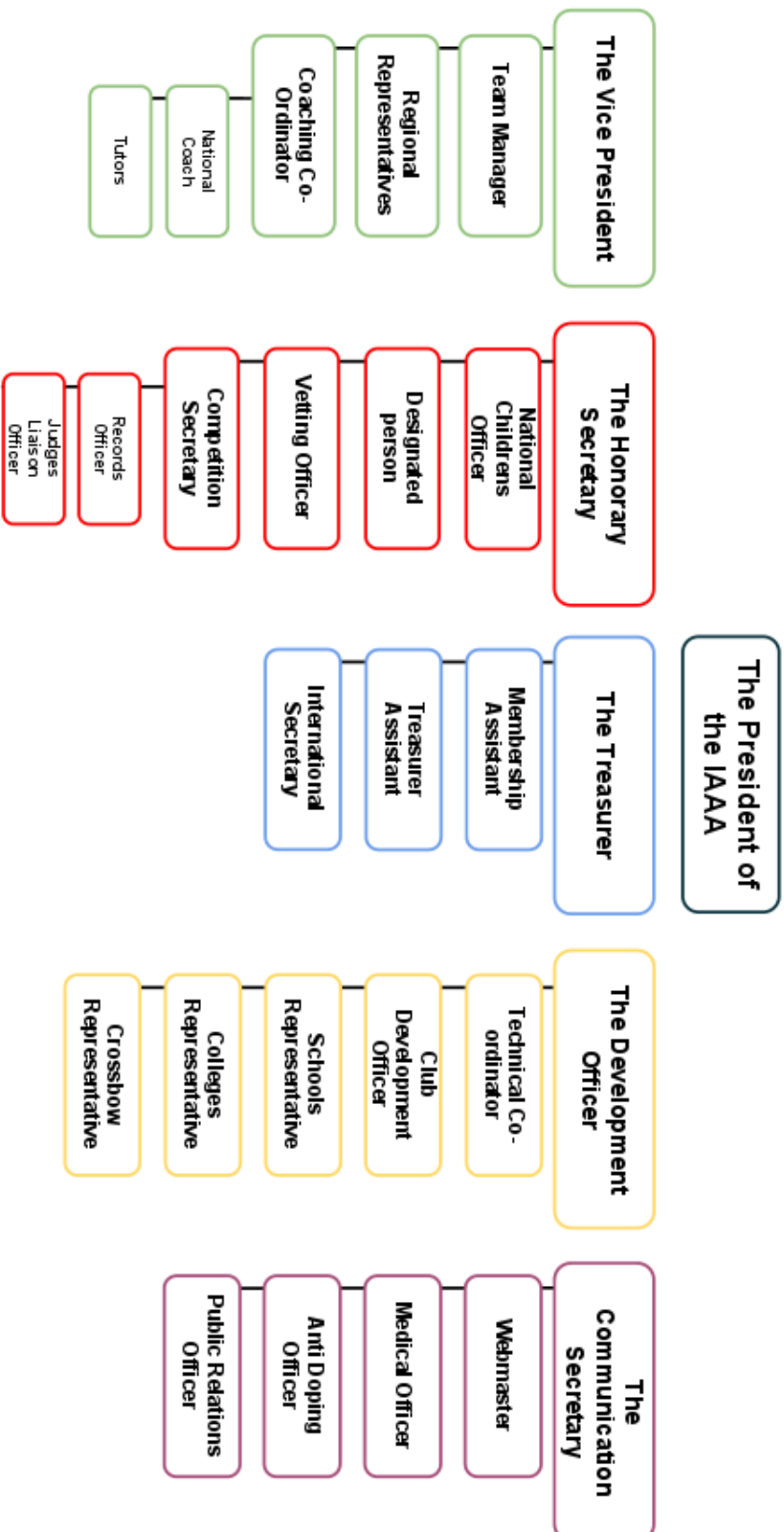
As of the presentation made on the 18th September:

A draft structure for the association has been completed along with draft job descriptions for each of the proposed roles. Neither the structure nor the job descriptions are set in stone; however, a significant amount of work has been put into the job descriptions as it was concluded that they would prove valuable irrespective of what the finalised structure will be.

## **Proposed timeline**

Although it was hoped to present the proposals of the subcommittee before the next AGM of the association, external factors have intervened leading to a new revised timeline:

- Jan 2012 - Hold a meeting to give membership full breakdown of work completed and outline intended work
- Feb 2012 - Complete a Draft proposal which will again be discussed at an IAAA meeting that is open to all members (Q1 National committee meeting)
- April 2012 - Final formal proposals submitted for 2nd quarter IAAA meeting/EGM/AGM April 2012



Draft Structure

<b>Title</b>	<b>President</b>
<b>Level</b>	<b>Director</b>
<b>Supervisor</b>	<b>N/A</b>
<b>Line Manager to</b>	<b>National Executive Committee</b>
<b>Elected</b>	<b>Yes</b>
<b>Expenses</b>	<b>Yes (Limited)</b>
<b>Duration</b>	<b>2 Year**</b>
<b>Workload</b>	<b>5-10 hours/week</b>
<b>Synopsis</b>	<b>The President is the principal elected officer of the Association and shall represent the Association at official functions and meetings.</b>

*\*\*President's term consists of an initial year as Vice President (president elect) two years as President followed by a final year as vice president to the new president*

## Position Description:

The President is the principal elected officer of the Association and shall represent the Association at official functions and meetings.

## Major Areas of Responsibility

- Preparing an agenda and presiding over all NEC, NC and general meetings of the association
- Representing the association at official functions and meetings
- Coordinating the activities and programmes of the Association
- Preparation and submission to the NEC, NC and the AGM of the Association an annual report
- Establishes overall long and short term goals, objectives and priorities for the IAAA in meeting the needs of the membership
- In conjunction with the Executive Committee provide guidance and leadership
- Be the primary spokesperson for the IAAA to the media and community at large
- Report to NEC on status of major programs
- A signing authority on behalf of the NEC for financial and legal purposes
- Represent the organization to Government and Municipal officials
- Recommends yearly budget for NEC approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations
- Be the FITA Liason Officer.

## **Primary Objectives:**

- Promote the sport where ever possible
- Develop a superior governance structure.
- Promote effective and efficient running of the association
- Support any initiative which aims to increase the membership of the association
- Assure the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders
- Enhance relationships with other NGBs and sporting agencies
- To foster a positive working relationship with other committee members, and IAAA volunteers

## **Typical Responsibilities of the Job**

- The President may delegate the Vice President or, if that is impractical, another officer of the NEC or NC to represent the Association at significant events or meetings.
- Guides and directs the governance process, centering the work of the NEC on the organization's mission, vision and strategic direction.
- Establishes agendas for NEC, NC and general meetings of the association
- Presides over NEC, NC and general meetings in a manner that encourages participation and information sharing while moving the board toward timely closure and prudent decision-making.
- Works with subcommittee chairpersons to align the work of committees with the vision and goals.
- Stays up-to-date about the organization and determines when an issue needs to be brought to the attention of the full board or a committee.
- Serves as an ex-officio member of all committees.
- Sets a high standard for committee conduct by modeling, articulating and upholding rules of conduct set out in association rules and policies. Intervenes when necessary in instances involving conflict-of-interest, confidentiality and other association policies.
- Leads the development of the board's knowledge and capabilities by playing a central role in orientation of new committee members, mentoring the Vice and providing continuing education for the entire board.
- Participates in the recruitment of new committee members and in the process of identifying candidates to serve as vice president.
- Provides for an effective, objective NEC self-evaluation process and supports implementation of recommendations for improvement. Seeks feedback on his or her performance as President.
- Attendance at monthly Board meetings
- Attendance at Annual General Meeting
- Prepare for and participate in the discussions and the deliberations of the Board
- The FITA Liaison Officer shall be responsible for ensuring good communications and correspondence with FITA. The FITA Liaison Officer shall be responsible for introducing newly elected Officers of the Association to known FITA representatives and representatives of other relevant bodies and organisations as appropriate.

## **Knowledge and Experience**

- Knowledge and skills in one or more areas of IAAA governance: policy, finance, programs, and/or personnel
- Ability to communicate, listen and seek others' input.
- Ability to adhere to general duties outlined in the board member job description
- Completed one year on NEC and a strong understanding of the services provided and procedures followed by the IAAA.

***Please note:***

This job description is intended to outline the primary roles and responsibilities of the above position. It is not intended to be a complete and all inclusive list, as such; the position may require you to perform tasks not expressly stated in this description. These tasks will most likely be related to your primary role and you will be expected to complete them with the same due care and attention you give the primary roles. In the event that you feel you are being unfairly treated due to a large quantity of these tasks being assigned to you then contact the President and express your concerns.

<b>Title</b>	<b>Vice President</b>
<b>Level</b>	<b>Director, and member of National Executive Committee</b>
<b>Supervisor</b>	<b>President</b>
<b>Line Manager to</b>	<b>Team Manager, Social Officer, Coaching Coordinator Elect*</b>
<b>Elected</b>	<b>Yes</b>
<b>Expenses</b>	<b>Yes (Limited)</b>
<b>Duration</b>	<b>1 year (part of 4 year presidential term)</b>
<b>Workload</b>	<b>3-5 hours</b>
<b>Synopsis</b>	<b>The Vice President is the second most senior elected officer of the Association and shall represent the Association at official functions and meetings in the absence of the president.</b>

## Major Areas of Responsibility

- Is a member of the NEC
- Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description)
- Works closely with the Chair and other staff
- Participates closely with the Chair to develop and implement officer transition plans.
- Performs other responsibilities as assigned by the Board.
- If the President ceases to hold office or in the event of his inability or refusal to act, the Vice President shall perform the duties of the President up until the next AGM.

## Primary Objectives:

## Specific Responsibilities of the Job



# Knowledge and Experience

- Good computer skills
- Good communication skills

## Job Requirements

An understanding of all formats of archery within the IAAA

Regular access to a computer and the internet

### **Conclusion**

The competition secretary is an essential part of the running of competitions within the association and giving archers the information and impetus to compete.

<b>Title</b>	<b>Honorary Secretary</b>
<b>Level</b>	<b>Director/National Committee</b>
<b>Supervisor</b>	<b>President</b>
<b>Line Manager to</b>	<b>NCO, Designated Person, vetting officer and competition secretary</b>
<b>Elected</b>	<b>Yes</b>
<b>Expenses</b>	<b>Yes (Limited)</b>
<b>Duration</b>	<b>2 Years</b>
<b>Workload</b>	<b>5-10 hours/week</b>
<b>Synopsis</b>	<b>The Honorary Secretary is responsible for managing association correspondence and documents. The secretary shall provide an open communication link between all committees, sub-committees, members and other organisations.</b>

## Major Areas of Responsibility

Major areas of responsibility include:

- Distributing agendas for meetings.
- Recording and distribution of minutes of meetings.
- Correspondence.
- Coordinating the activities and programmes of the Association
- Development of policy and documentation
- Ensuring that the organisation complies with the appropriate legislation.
- Managing matters related to insurance and property.

## Primary Objectives:

- Promote the sport of archery where-ever possible
- Respond in an appropriate and timely manner to all correspondence.
- To continuously help to develop the association and its workings.
- Promote effective and efficient running of the association
- Enhance relationships with other NGBs and sporting agencies
- To foster a positive working relationship with other committee members, and IAAA volunteers

## Typical Responsibilities of the Job

- Ensure the proper publication of official notices and reports.
- Ensuring the proper keeping of records, registers, reports and documents
- Shall ensure that members of the NEC and NC and membership receive an agenda for meetings.
- Accurate recording and circulation of minutes from meetings. To be publicly available except for material deemed to be of a sensitive nature.
  - Minutes are a record of what happens at a meeting. Minutes show what was decided, why it was decided, what was discussed and what actions are to be taken (by whom and when). It is very important that if the Secretary does not understand the discussion, they should seek clarification in order to allow the minutes to be clear. During the meeting, the Secretary will take rough notes on what transpired and will then formally write them up after the meeting. If between the end of the meeting and the writing up of the minutes, a situation in the minutes has changed, the minutes must not be changed. They must always reflect exactly what was said at the meeting.
- The Secretary usually receives correspondence for the organisation. This could be in the form of letters, phone calls, e-mails or any other communication from outside agencies or individuals. The Secretary should respond to this correspondence in a timely manner and then file it away in an orderly place for safe keeping and record.
- The secretary will be responsible for creating an annual calendar which will schedule monthly executive meetings along with quarterly national committee meetings. This calendar will be public.
- The Honorary Secretary shall ensure that all members of the Association receive notice of AGMs and EGMs in the correct time period.
- The Honorary secretary shall be responsible for securing the insurance policy for the association every year. The secretary will request quotes from all relevant insurance companies and select the appropriate company in consultation with the NEC. The secretary will ensure that the insurance is adequate for the members, the committees and the directors of the association. The secretary shall ensure that the insurance policy will be readily available to all clubs on demand.
- Manage and ensure timely action on all correspondence including legal and insurance matters.
- Record and deal with disciplinary matters
- Ensure all relevant forms and publications are with the responsible club officers and make the system available to all members.
- Attend all meetings as required by the executive committee.
- Ensure the safety statement is circulated to the appropriate personal and is widely available in the association.
- Submitting change of directors forms to the CRO immediately after directors are changed.
- Monitoring changes in relevant legislation and the regulatory environment, and taking appropriate action.

## Knowledge and Experience

- Good computer skills
- Good command of English and some document writing ability.
- Good knowledge and understanding of the association's structure and legal requirements.
- At least one year served on a national or executive committee position.

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<b>Title</b>	<b>Treasurer</b>
<b>Level</b>	<b>Director / NEC</b>
<b>Supervisor</b>	<b>President</b>
<b>Line Manager to</b>	<b>Membership Secretary, Financial Assistant, Internatioanl Secretary</b>
<b>Elected</b>	<b>Elected</b>
<b>Expenses</b>	<b>Yes Limited</b>
<b>Duration</b>	<b>2 Years</b>
<b>Workload</b>	<b>13 hours/week</b>
<b>Synopsis</b>	<b>The Treasurer is responsible for managing association Funding and Allocation of the funding throughout the selected term. This involves reporting on a regular basis, liaising with the remainder of the NEC and the Sports Council</b>

## Major Areas of Responsibility

Treasurer is now a Financial Controller.

- Expenses:
  - All but the smallest expenditure will require consultancy (verbal is fine for minor stuff) with the Treasurer.
  - There would also be a time limit on claiming expenses. If someone passes the time limit then it is at the discretion of the Treasurer whether the claim will go through (for fear there were valid reasons for the delay)
  - Ensuring all expenses are legitimate and to the boundaries set down at the start of the year.
  - Ensuring all traceability for all receipts given to the Treasurer, paper trail is essential.
  - Issuing out receipts to those paid expenses.
  - All members of the NEC to sign off on any expenses made.
- Informing the President of outgoing / incoming expenditure whenever something is spent.

- Compiling Monthly Breakdowns and updates for the Committee on movements on the account.
- Liaising with PTSB Bank on all issues with the account.
- Ensuring the Accounts are set and ready before End Feb, ensuring these are ready for the Mid Year Review for the Sports Council.
- Ensuring that all expenses out for the accounts are just and at the best interests to the Association and at the most competitive price.
- Issuing Cheques / Transferring money to those that are owed.
- Circulating any payments to the NEC before submitting, this ensures all members of the committee are up to speed with the allocation of money throughout the association.
- Presenting the accounts in a clear and transparent fashion to the association at the AGM.
- Any areas of the association that are going out to tender are revised and carefully selected before nomination is made on the final choice.
  - Documents outlining clearly the Tender are to be set down and standard to all parties.
- If following a vote the decision goes against Treasurers advice, then an acknowledgement that the funds are being spent against the Treasurers advice, and the justification for going against the advice, would need to be recorded. In such an event, the reasoning for the Treasurers advice against the spend recorded also.
  - All these records and statements need not be long or drawn out, seriously, a couple of sentences if fine

## Primary Objectives

- Promote archery
- Ensure all funds are spend to the best interest of the association
- Fair distribution of funds to all different areas in Archery in Ireland

## Specific Responsibilities of the Job

- Expenses
- Monthly Reports
- Liaising with the Irish Sports Council
- End of Year Accounts
- Issuing of receipts to the association
- Ensuring legitimate paper trail for all transactions
- Correspondence to NEC

## Knowledge and Experience

- Good Computer Skills
- Ability to Analysis and forecast expenditure on a long term basis

Experience with accounts and money would be welcomed, but this job can be easily taken on. With the right procedures and forecasting set in place, this job would be able to be taken over by anybody that wishes to fulfil the role of Treasurer for the IAAA.

As said before the role would welcome somebody with accounting background, as this role may develop and grow as the association will grow. From time to time it fill feel like a full time job for the person involved, however with the right guidelines set down, an easy progress through the duration of the role would be easily done.

## Please note

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<b>Title</b>	<b>Development Officer</b>
<b>Level</b>	
<b>Supervisor</b>	<b>President</b>
<b>Line Manager to</b>	<b>Club development officer, partner association reps</b>
<b>Elected</b>	
<b>Expenses</b>	<b>Yes (Limited)</b>
<b>Duration</b>	<b>2 Years</b>
<b>Workload</b>	<b>2 hours/week</b>
<b>Synopsis</b>	<b>Sports development officers aim to provide opportunities for participation in sport for all sections of the community. They distribute information and organise sport-related projects, classes, programmes, club development and training for those who want to participate for fun and those who are interested in competition at all levels, from very local levels to national and international competition.</b>

## Major Areas of Responsibility

Major areas of responsibility include:

- Chairing the development sub-committee
- Identifying sport, recreation and health initiatives and overseeing strategic planning and implementation;
- Address issues of health, crime and social inclusion, often working with organisations such as the HSE, schools, charities, other sports governing bodies and regeneration initiatives.
- They work in partnership with government bodies to deliver government initiatives relating to sport
- Coordinating, delivering and promoting relevant activities, classes and events, often within a specific community or to targeted groups;
- Training, supporting, developing and managing volunteer staff;
- Raising public awareness of health and fitness issues and promoting participation in sport, particularly amongst underrepresented groups;
- Evaluating and monitoring activities and projects using performance indicators;
- Maintaining records and producing written reports;
- Attending local, regional and national meetings, seminars and conferences;
- Checking venues and managing facilities;
- Liaising with clubs to develop best practice in coaching, youth development and issues such as safeguarding to manage clubs effectively;

- Working in partnership with schools initiatives to encourage participation in sport and organise parental involvement;
- Managing resources and a budget and identifying potential opportunities for external funding;
- Maintaining links with county (eg sports partnership), regional (border region) and national sporting representatives and organisations;
- Identify problems at a national/Club and put a plan in place to resolve the problem
- Encourage fellow officers to get involved with development issues
- Organise development blitzes
- Assess the needs of the County/Club and plan for the future development

## **Primary Objectives:**

- The central role of this profession is to increase participation of all kinds within the sport.
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## **Specific Responsibilities of the Job**

1. Make contact with Archery clubs in which there is no Ladies section
2. Work with existing Clubs on initiatives to increase membership
3. Make contact with Cumann na mBunscol to ensure that all Primary Schools are being catered for
4. Contact all Post-Primary Schools – notify them of competitions, blitzes
5. Identify all possible volunteers – teachers, students, parents, past-players
6. Work with teachers in the County – invite them to meetings, blitzes, etc

### **Identify Problems**

Development Officers should be aware of problems at County Board level and should be made aware of problems at Club level. Officer should work with the club to identify the cause of the problem and potential solutions to the problem. Often problems may lead to re-structuring of club/County policies/procedures, and may not have a quick-fix answer. Time is key to development.

### **Development Blitzes**

- blitzes are useful for introducing players to the game
- blitzes may be used to teach new skills

- different variety of blitzes may be arranged
- small-sided games, 9-a-side, 11-a-side, etc
- conditioned games, use of weaker limb, one solo only
- introduce a 'come and try it' aspect to blitzes, in which new underage players can be introduced to the game in a fun non-competitive environment

It is important to remove the emphasis from winning during blitzes. A policy of fun and fairplay should be adopted in relation to blitzes and the competitive nature reduced or removed. Children quit sport due to no fun, not playing and friends dropping out. Blitzes should be used to provide fun, exciting and challenging games for our young players. Each player should go home having played at least two games and more importantly having touched the ball. It is also a good idea to have a small prize for each child who participates.

### **Knowledge and Experience**

- Knowledge of archery
- Broad knowledge and experience in:
- Above average skills in:
- Excellent skills in:
- Demonstrated ability to:
- Demonstrated ability to:
- Demonstrated ability to:
- General knowledge of:
- Experience in:
- Other:
- Know the aims and objectives of the Association – have knowledge of the Association's Strategic Plan

### ***Please note:***

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<b>Title</b>	<b>Communicaitons secretary</b>
<b>Level</b>	<b>National Executive</b>
<b>Supervisor</b>	<b>Honorary Secretary</b>
<b>Line Manager to</b>	<b>Webmaster, Regional representatives</b>
<b>Elected</b>	<b>Yes</b>
<b>Expenses</b>	<b>No</b>
<b>Duration</b>	<b>2 Years</b>
<b>Workload</b>	<b>1-4 hours/week</b>
<b>Synopsis</b>	<b>Responsible for keeping general membership informed of all activities within the IAAA</b>

**In charge of central planning, organising and advertising IAAA sanctioned competitions**

### **Major Areas of Responsibility**

- Maintaining an accurate list of correspondence addresses for all members of the IAAA for purpose of official communication eg. AGM/EGM notification, membership renewal reminder
- Maintaining an accurate list of email addresses for all members wishing to receive newsletters and other informal notifications
- Maintaining an accurate list of mobile phone numbers of all members wishing to receive SMS notifications
- Appropriately using the above communication channels to keep the membership informed of all activities within the IAAA
- Publishing a quarterly Newsletter

### **Primary Objectives:**

- Support any initiative which aims to increase the membership of the association
- Develop clear and regular lines of communication between the IAAA and its membership

### **Typical Responsibilities of the Job**

Maintaining an accurate list of correspondence addresses for all members of the IAAA for purpose of official communication eg. AGM/EGM notification, membership renewal reminder

Maintaining an accurate list of email addresses for all members wishing to receive newsletters and other informal notifications

Maintaining an accurate list of mobile phone numbers of all members wishing to receive SMS notifications

Appropriately using the above communication channels to keep the membership informed of all activities within the IAAA

Publishing a quarterly Newsletter

### **Education and Experience**

- Experience in the field is a requirement for the position.

### ***Please note:***

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<b>Title</b>	<b>Regional representatives</b>
<b>Level</b>	<b>Non Committee</b>
<b>Supervisor</b>	<b>Communication Secretary</b>
<b>Line Manager to</b>	<b>Clubs in their region</b>
<b>Elected</b>	<b>No</b>
<b>Expenses</b>	<b>No</b>
<b>Duration</b>	<b>1 Years</b>
<b>Workload</b>	<b>1-3 hours/week</b>
<b>Synopsis</b>	<b>In charge of maintaining records of scores shot during IAAA sanctioned events and making records available to selection subcommittee members.</b>

## Major Areas of Responsibility

Major areas of responsibility include:

Facilitate better communication between the association and the clubs.  
To aid the clubs by guiding them to the information they may require.

## Primary Objectives:

- Promote the sport through good communication and good divulgence of information.

## Typical Responsibilities of the Job

- The regional reps are there to facilitate better communication between clubs and the IAAA committee. This will help the workings of the association as a whole and will aid in the growth in both size and level of the individual clubs and as a result, the association.
- The regional rep should contact each club in their region giving their own contact details to the committee of each club. The main form of

communication between the clubs and their rep should be by email with a phone number provided if more urgent communication is necessary.

- The regional reps will be asked if it is possible to visit each club with in their region at least once during the year. If it is not possible for the rep to get to every club they should at least talk to the club secretary on the phone.

NB The reps roles will not include enforcement. The reps will be there to aid the clubs with information in compliance with the association but will not be called on to enforce these at any time.

## **Required Knowledge, Skills, and Abilities**

- Good communication skills and good people skills.
- Good computer skills
- An understanding of how the association runs and what is expected of clubs.
- Regular access to a computer and the internet

### ***Please note:***

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<b>Title</b>	<b>Coaching Coordinator</b>
<b>Level</b>	<b>National Committee</b>
<b>Supervisor</b>	<b>Vice President</b>
<b>Line Manager to</b>	<b>Tutors</b>
<b>Elected</b>	<b>No. interviewed</b>
<b>Expenses</b>	<b>No</b>
<b>Duration</b>	<b>2 Years</b>
<b>Workload</b>	<b>2-6 hours/week</b>
<b>Synopsis</b>	<b>The Coaching Coordinator designs, delivers and reviews the coaching development programme for the IAAA in line with the NCTC. They develop the systems with the Tutor team. They schedule and organise coaching courses and archery leader courses in conjunction with the Tutors.</b>

## Major Areas of Responsibility

Major areas of responsibility include:

- Design, deliver and review the IAAA's coaching development programme in line with the NCTC.
- Schedule and organise Coaches courses, archery leaders courses and workshops.
- Create and implement development strategies with the technical committee
- Work as part of the technical team

## Primary Objectives:

- Develop structures to allow caches to develop and improve.
- Increase the level and number of coaches within the IAAA.
- Co-ordinate the Tutors and help develop the tutors team.

## Typical Responsibilities of the Job

- Design the IAAA's coaching development programme in line with the NCTC.  
Developing each level of the coaching development programme working with the

Tutor team and reviewing the levels that are in place when necessary.

- Will deliver the coaching development programme by scheduling, organising and holding coaching courses and archery leader's courses. They will work in conjunction with the tutors in organising and holding the courses.
- Create and implement development strategies with the technical committee.
- The Coaching Coordinator will present a quarterly progress report of the national squads to the national committee.

## **Knowledge and experience**

- Must have completed tutor training
- High level of knowledge in coaching and training structures
- Good knowledge of archery technique.
- Good organisational skills
- Leadership ability.
- Good motivational skills
- Good communicator

### ***Please note:***

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<b>Title</b>	<b>Competition Secretary</b>
<b>Level</b>	<b>Non-committee</b>
<b>Supervisor</b>	<b>Honorary Secretary</b>
<b>Line Manager to</b>	
<b>Elected</b>	<b>Yes</b>
<b>Expenses</b>	<b>No</b>
<b>Duration</b>	<b>2 Years</b>
<b>Workload</b>	<b>1-3 hours/week</b>
<b>Synopsis</b>	<b>In charge of central planning, organising and advertising IAAA sanctioned competitions</b>

## Major Areas of Responsibility

Major areas of responsibility include:

- Work out dates for National and Open Championships each year.
- Circulate championship application forms to the clubs.
- Creating a calendar of events for the forthcoming year
- Ensuring Judges are appointed to all appropriate shoots
- Aiding the organisation of National and Open championships
- Lead organiser for all recurring international shoots run by the IAAA
- Develop and maintain standards to which competitions must be run
- Liaising with other NGB competitions secretaries to avoid clashing of open championships

## Primary Objectives:

- Promote the sport through keeping an up to date and clear calendar.
- Support any initiative which aims to increase the membership of the association
- Raise the standard of competitions held in Ireland
- Increase membership participation in competitions
- Promote safe, enjoyable and well run shoots

## Typical Responsibilities of the Job

- Creating a calendar of events for the forthcoming year
  - It is the responsibility of the competitions secretary to run a calendar meeting before the start of the annual general meeting.

- Dates for all international competitions should be known prior to the meeting.
- Greater organisation of the calendar is encouraged – e.g. clubs applying to hold competitions - management committee awarding national championship on basis of best application.
- Dates decided after the meeting will need management committee approval.

- Aiding the organisation of National and Open championships
  - Provide support and advice to clubs hosting these events
- Lead organiser for all recurring international shoots run by the IAAA
  - It is the responsibility of the competitions secretary to ensure individuals are appointed to run the recurring international competitions – e.g. competitions formally known as “Euronations”

### **Education and Experience**

- Broad knowledge and experience in how to run shoots
- Good computer skills and regular access to a computer and the internet
- Good communication skills
- An understanding of all formats of archery competitions held within the IAAA

### ***Please note:***

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<b>Title</b>	<b>National Coach</b>
<b>Level</b>	<b>National Committee</b>
<b>Supervisor</b>	<b>Technical Coordinator</b>
<b>Line Manager to</b>	<b>National Squads</b>
<b>Elected</b>	<b>No. interviewed</b>
<b>Expenses</b>	<b>Yes</b>
<b>Duration</b>	<b>2 Years/ 4 years</b>
<b>Workload</b>	<b>2-16 hours/week</b>
<b>Synopsis</b>	<b>The National Coach manages the training and development of the national squads.</b>

## Major Areas of Responsibility

Major areas of responsibility include:

- Schedule and organise national training and workshops.
- Develop individual training schedules for all squad athletes.
- Collect and collate squad training logs.
- Work in co-operation with archers coaches to develop the archers technique.
- Create and implement development strategies with the technical committee
- Work as part of the technical team
- Organise support structures for the national squad members

## Primary Objectives:

- Develop structures to allow archers reach an international level
- Aid the archers and their coaches to develop.
- Co-ordinate the squads and help develop team spirit

## Typical Responsibilities of the Job

- Will work with the tech co-ordinator to schedule the National training sessions. They will do this in conjunction with the National Manager and take into account the annual competition calendar so as not to clash with National competitions.

- The National Coach will develop a training schedule for all squad archers, they will work with the archer and the archers coach to help develop individual training schedules to fit in with archers schedule.
- The National Coach will develop training logs that all squad members must complete. The training logs will then be collected and collated by the national coach. Digital forms of log recording are recommended for ease of use and wider availability.
- The National Coach will work with the technical committee in designing a development and training programme for the National Squads. The programme will be aimed at developing archers to a standard where they can qualify for set competitions. The programme will generally be 4 years in length to culminate with the Olympics. .
- Will work with the Technical committee to set the standards to qualify for the national squads..
- The National Coach will present a quarterly progress report of the national squads to the national committee.

## **Knowledge and experience**

- High level of knowledge in coaching and training structures
- Good knowledge of archery technique.
- Good organisational skills
- Leadership ability.
- Good motivational skills
- Good communicator

### ***Please note:***

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<b>Title</b>	<b>National Children's Officer</b>
<b>Level</b>	<b>National Committee</b>
<b>Supervisor</b>	<b>Honorary Secretary</b>
<b>Line Manager to</b>	<b>Club level childrens officers (CO) and designated officers (DO)</b>
<b>Elected</b>	<b>Yes</b>
<b>Expenses</b>	<b>No</b>
<b>Duration</b>	<b>3+ Years</b>
<b>Workload</b>	<b>3-5 hours/week</b>
<b>Synopsis</b>	<b>The National Children's officer is the co-ordinator of club CO's and DO's. They ensure that training is available for clubs in need of CO's or DO's.</b>

## Major Areas of Responsibility

- Co-ordinate and communicate with club CO's and DO's.
- Organise training where necessary.
- Stay informed of any changes to *"The Code of Ethics and Good Practice for Children's Sport in Ireland"*.
- Promote the interests of children in the sport during IAAA decision making processes.
- Maintain a database of certified officers and their corresponding clubs.

## Primary Objectives:

- Promote a safe environment for children and vulnerable adults.
- Promote awareness of child welfare policies and procedures to the general membership.
- Develop projects and events to attract children to the sport.
- Promote the involvement of parents and guardians in club activities
- Ensure IAAA conforms to all legislation and sports council guidelines on child protection

## Typical Responsibilities of the Job

- Co-ordinate and communicate with club CO's and DO's.
  - Co-ordinate the training and, when necessary, the re-training of CO's and DO's through basic awareness and children's officer training.
  - Communicate with officers of different clubs regularly to ensure that there are no issues or concerns in their clubs
  - Always be available to an officer in need of direction regarding any situation that may arise to ensure that the correct procedures are followed and people are contacted.
- Organise training where necessary.
  - Organise basic awareness or children's officer training in the event that there are sufficient numbers to do so.
  - In the event that there is isolated training required (ex: for numbers of 8 or less) then identify potential training that the officers-to-be can attend in their locale. (Note: Local sports partnerships often run these training programs)
- Stay informed of any changes to *"The Code of Ethics and Good Practice for Children's Sport in Ireland"*.
  - In the event that any changes occur to this document ensure that the changes are communicated to all officers as well as links to the document (the document can be found on the Irish Sports Council website: <http://www.irishsportscouncil.ie/>)
- Promote the interests of children in the sport during IAAA decision making processes.
  - While sitting on the executive committee it will be possible to ensure that the interests of children and the vulnerable adults are addressed or considered during decisions on upcoming projects.
  - Development and implementation of projects or events to attract children to the sport and maintain their membership should also be considered.
  - Promotion of children in the sport should be considered on equal footing to that of the betterment of the association. Should these two intentions become mutually exclusive then the NCO must bring this fact to the attention of the rest of the Exec and the problem must be discussed and resolved.
- Maintain a database of certified officers and their corresponding clubs.
  - As part of the club membership to the IAAA all clubs are required to have certified CO's and DO's. After an officer is certified copies of their certificate should be emailed or posted to the NCO as proof of their completion and these certificates kept on file by the NCO to ensure that all persons claiming to be CO's and DO's have proven to be so.
  - It should also recommended that those in the membership who do not wish to be CO or DO but have never the less completed the training offer copies of their certificates so that if, in the future, they wish to put themselves into these positions that their previous training can be considered.

## Education and Experience

- Completed Children's Officer training
- Good communication skills is essential
- Preference would be given to those with experience in organising and co-ordinating a team of people

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<b>Title</b>	<b>Records Officer</b>
<b>Level</b>	<b>Sub-Selection Committee</b>
<b>Supervisor</b>	<b>Competitions Secretary</b>
<b>Line Manager to</b>	
<b>Elected</b>	<b>No</b>
<b>Expenses</b>	<b>No</b>
<b>Duration</b>	<b>2 Years</b>
<b>Workload</b>	<b>2-3 hours/week</b>
<b>Synopsis</b>	<b>In charge of maintaining records of scores shot during IAAA sanctioned events and making records available to selection subcommittee members.</b>

## Major Areas of Responsibility

Major areas of responsibility include:

- Ensuring accurate results are reported following every competition IAAA sanctioned competition
- Ensuring a paper copy of any qualification score is kept until the relevant qualification period is finished.
- Maintaining up to date lists of the highest scores, (Irish Records), shot by Irish archers across all disciplines and distances.
- Completing tasks as a member of the selection sub-committee. (See selection subcommittee brief)
- Prepare and publish a national ranking system.

## Primary Objectives:

- Promote the sport through good record keeping.
- Maintain the good name of the association through keeping an honest and accurate database.

- Aid clubs in publishing results.
- Provide accurate and easily available records of scores shot across several seasons

## **Typical Responsibilities of the Job**

- Expected minimum timeframe of publication of results after a competition will be 3-4 days. Optimum timeframe for publication of results after a competition will be -2 days.
- Maintain record database and approve and issue FITA awards that are applied for.
- Generate a list of qualified archers for international events when requested.
- Ensuring a paper copy of any qualification score is kept until the relevant qualification period is finished.
  - This copy can be disposed of early provided the selection subcommittee has convened and agreed that the qualification standard has been achieved.

**Note: It is not the responsibility of the records officer to obtain the paper copy of a scorecard. It is the responsibility of the archer who claims the qualification score/ Irish record to provide the paper copy to the records officer.**

## **Required Knowledge, Skills, and Abilities**

- Good computer skills
- Good record keeping skills
- Good filing skills
- Good communication skills
- An understanding of all formats of archery competitions held within the IAAA
- Regular access to a computer and the internet

### **Please note:**

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<b>Title</b>	<b>Judges Liaison Officer</b>
<b>Level</b>	<b>Non Committee</b>
<b>Supervisor</b>	<b>Competitions Secretary</b>
<b>Line Manager to</b>	<b>Judges</b>
<b>Elected</b>	<b>No, Co-Opt</b>
<b>Expenses</b>	<b>No</b>
<b>Duration</b>	<b>2 Years</b>
<b>Workload</b>	<b>1-3 hours/week</b>
<b>Synopsis</b>	<b>The Judges Liaison Officer will act as a communicator between the judges and the association. They will develop and manage a judging development programme in conjunction with the judges..</b>

## Major Areas of Responsibility

Major areas of responsibility include:

Acting as communicator between the judges and the association

- Facilitating the judges in assigning judges to shoots on the calendar
- Developing and managing the judges development programme

## Primary Objectives:

- Foster good communications between the judges and the association and aid in the general workings of the judges.
- Ensure that there are judges assigned to every status shoot throughout the year.
- Increase the quantity and quality of judges at every level.

## Typical Responsibilities of the Job

Acting as communicator between the judges and the association- communicating all messages and directives from the IAAA management committee to the judges and ensuring they understand all communication. Communicating messages from the judges and judges committee to the IAAA management committee and ensuring all issues are discussed and dealt with by the committee.

- Facilitating the judges in assigning judges to shoots on the calendar. Organising a meeting directly after the IAAA calendar meeting to assign judges to each of the status shoots for the following year. Also reorganising judges at shoots if new shoots are added or shoots removed.
- Developing and managing the judges development programme- A judges development programme is essential for the expansion and progression of judging within the association. The development programme will cover all levels of judges club, county, regional and national. It will set out standards for each level and a method for testing and progressing judges in the programme. It will be developed in conjunction with the current judges and will look at successful systems in other countries as models.

## Knowledge and Experience

- Good knowledge of archery competitions and rules.
- Excellent communicator and facilitator .
- Good writing skills. Capable of creating documents.
- Capable of booking and organising courses.
- Broad knowledge and experience in archery and archery judging

### ***Please note:***

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<b>Title</b>	<b>Membership Assistant</b>
<b>Level</b>	<b>Committee</b>
<b>Supervisor</b>	<b>Treasurer</b>
<b>Co-Opt</b>	<b>Co-Opt</b>
<b>Expenses</b>	<b>No</b>
<b>Duration</b>	<b>1 Year</b>
<b>Workload</b>	<b>1-2 hours/week</b>
<b>Synopsis</b>	<b>The Membership Assistant to the IAAATreasurer is a fairly straightforward role. Its purpose is to deal with all membership fee's and forms form the Secretary.</b>

## Major Areas of Responsibility

- Accept in all membership Fees and Forms.
- Inform the Treasurer on all fees paid and any outstanding fees
- Report on the completion of the membership forms for the NEC to be reviewd.

## Primary Objectives:

- Accept in and log all membership money to the association.
- Issue out receipts to all members that have paid in full
- Report back to the treasurer with a clear breakdown of the Income from the Membership fees.

## Specific Responsibilities of the Job

- Reports
- Money Handling
- Answerable to the Treasurer / NEC
- Follow up with members clubs with incomplete forms due for memberships
- Sign off on all forms that are fully completed

## Knowledge and Experience

- Good Computer Skills
- Ability to Analysis and forecast expenditure on a long term basis



Experience with accounts and money would be welcomed, but this job can be easily taken on. With the right procedures and forecasting set in place, this job would be able to be taken over by anybody that wishes to fulfil the role of Treasurer for the IAAA.

As said before the role would welcome somebody with accounting background, as this role may develop and grow as the association will grow. From time to time it will feel like a full time job for the person involved, however with the right guidelines set down, an easy progress through the duration of the role would be easily done.

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<b>Title</b>	<b>Treasurer Assistant</b>
<b>Level</b>	
<b>Supervisor</b>	<b>Treasurer</b>
<b>Elected</b>	<b>Co Opt</b>
<b>Expenses</b>	<b>No</b>
<b>Duration</b>	<b>1 Year</b>
<b>Workload</b>	<b>1-2 hours/week</b>
<b>Synopsis</b>	<b>The Treasurer Assistant to the IAAA Treasurer is a fairly straight forward role. It is to be setup to help the Treasurer fullfill the roles and duties set down by the Association regarding funding. Possibility that this role will also helps explain the financial workings of the IAAA if the</b>

## **Major Areas of Responsibility**

- Expenses
- Reports
- Follow up with the membership Sec
- Quotes
- Contracts
- Forms
- Receipts

## **Primary Objectives:**

- Aid the Treasurer in the Role to look after the funding for the IAAA and ensure that the best interests of the Association are at hand.

## **Specific Responsibilities of the Job**

- Reports
- Money Handling
- Answerable to the Treasurer / NEC
- Sign off on all forms that are fully completed

- Items listed above; this role will become more clear once the set procedures and duties of the Treasurer, as a Financial Controller become clear.

## **Knowledge and Experience**

- Good Computer Skills
- Ability to Analysis and forecast expenditure on a long term basis

Experience with accounts and money would be welcomed, but this job can be easily taken on. With the right procedures and forecasting set in place, this job would be able to be taken over by anybody that wishes to fulfil the role of Treasurer for the IAAA.

As said before the role would welcome somebody with accounting background, as this role may develop and grow as the association will grow. From time to time it fill feel like a full time job for the person involved, however with the right guidelines set down, an easy progress through the duration of the role would be easily done.

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<b>Title</b>	<b>International Secretary</b>
<b>Level</b>	<b>Member of selection sub-committee</b>
<b>Supervisor</b>	<b>Honorary Treasurer</b>
<b>Line Manager to</b>	<b>N/A</b>
<b>Elected</b>	<b>Co-opt</b>
<b>Expenses</b>	<b>No</b>
<b>Duration</b>	<b>2 Years</b>
<b>Workload</b>	<b>0-2 (workload confined to periods at the end qualification cycles 4+ hours per week 1-4 times in the year)</b>
<b>Synopsis</b>	<b>Responsible for finding and booking transport, accommodation and competition entrance for teams who have been selected to travel to international competitions</b>

### **Major Areas of Responsibility**

- Ensuring selection subcommittee convenes ASAP to verify qualification standards have been met.
- Estimating costs of sending teams to an international competition several months in advance for budgeting purposes
- Booking all services (transport, accommodation, entrance, food ect) in the most cost effective manner which doesn't compromise athlete performance
- Completing tasks as a member of the selection sub-committee. (See selection subcommittee brief)

### **Primary Objectives:**

- Providing the association with greatest value for money for all international shoots

### **Specific Responsibilities of the Job**

- Ensuring selection subcommittee convenes ASAP to verify qualification standards have been met.
- Estimating costs of sending teams to an international competition several months in advance for budgeting purposes
- Booking all services (transport, accommodation, entrance, food ect) in the most cost effective manner which doesn't compromise athlete performance
- Completing tasks as a member of the selection sub-committee. (See selection subcommittee brief)

## **Education and Experience**

- Experience in the field is a requirement for the position.
- Preference would be given for persons with degrees/masters in a relevant field.
- Preference would be given for persons with more experience in this field.
- Broad knowledge and experience in:
- Above average skills in:
- 

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<b>Title</b>	<b>Technical Coordinator</b>
<b>Level</b>	<b>National Committee</b>
<b>Supervisor</b>	<b>Treasurer and Development Officer</b>
<b>Line Manager to</b>	<b>Technical Committee</b>
<b>Elected</b>	<b>Yes</b>
<b>Expenses</b>	<b>No</b>
<b>Duration</b>	<b>2 Years</b>
<b>Workload</b>	<b>1-3 hours/week</b>
<b>Synopsis</b>	<b>The technical co-ordinator chairs the technical committee and is responsible for the development of high level archers both senior and junior in the Association.</b>

## Major Areas of Responsibility

Major areas of responsibility include:

- Chair the technical Committee
- Create and implement development strategies
- Work as part of the technical team
- Schedule and organise national training and workshops.
- Organise support structures for the national squad members
- Help co-ordinate coaches and managers

## Primary Objectives:

- Develop structures to allow archers reach an international level
- Co-ordinate the squads and help develop team spirit

## Typical Responsibilities of the Job

- Chair the technical committee who shall meet at least twice a year.
- Working with the technical committee, design a development and training programme for the National Squads. The programme will be aimed at developing archers to a standard where they can qualify for set competitions. The programme will generally be 4 years in length to culminate with the Olympics.
- The tech committee will be made up of very qualified members with their own ideas and initiatives. The Technical co-ordinator will need to work closely with the committee members and will need to manage the committee in a positive and broad minded manner.
- The tech co-ordinator will schedule the National training sessions. They will do this in conjunction with the National Coach, National Manager and the annual competition calendar so as not to clash with National competitions.
- The Technical committee will set the standards to qualify for the national squads.
- The tech co-ordinator will organise the proper background support for the squads with the funds budgeted for background support. Support might include sports psychologists, physiotherapists or fitness trainers.
- The tech co-ordinator will help co-ordinate the coaches and managers in conjunction with the executive committee.
- The tech co-ordinator will be the representative of the technical committee to the management committee.
- The tech co-ordinator will present a quarterly progress report of the technical committee and the national squads to the national committee.

## **Knowledge and experience**

- Good organisational skills
- Good team player
- High level of knowledge in coaching and training structures
- Good motivational skills
- Good communicator

### ***Please note:***

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<b>Title</b>	<b>Club development officer</b>
<b>Level</b>	<b>Subcommittee/ Non-committee</b>
<b>Supervisor</b>	<b>Development Officer</b>
<b>Line Manager to</b>	<b>N/A</b>
<b>Elected</b>	<b>No/Interview</b>
<b>Expenses</b>	<b>Yes</b>
<b>Duration</b>	<b>1 Years</b>
<b>Workload</b>	<b>5-7 hours/week</b>
<b>Synopsis</b>	<b>The club development officer will be a very active member of the association. They will be expected to visit all the clubs in the country within their year in the job. They will help the clubs with issues they are having and give them clear guidelines on how they can develop. The association can only grow and develop when the clubs grow and develop so the role of club development officer will put emphasis on the importance of developing the clubs.</b>

## Major Areas of Responsibility

Major areas of responsibility include:

- Develop clubs nationally through creating direct relations with all clubs.
- Advising clubs how to grow using correct management and development strategies.
- Giving clubs advice on funding and grants.
- Help clubs implement the FITA beginner awards programme.
- Working directly with the association's operational plan in relation to development.
- Working closely with the development officer and development committee.
- Available regularly for advice to clubs committees.

### ***Primary Objectives:***

- Help clubs grow develop and ultimately increasing the membership and level of archery within each club.

### ***Typical Responsibilities of the Job***



- Develop clubs nationally through creating direct relations with all clubs as well as associated groups. The club development officer will be expected to visit all the clubs in the country during the year. They will start with a full list of clubs and will organise to visit the club on a club night and meet with the club committee to discuss issues facing the club and how to bring the club forward.
- Advising clubs how to grow using correct management and development strategies. This will involve explaining and helping implement the club management package along with other development documents from the association and sports council.
- Advising clubs on what funding and grants they are eligible for and showing them where and how to apply.
- Help clubs implement the FITA beginner awards programme.
- Working directly with the association's operational plan in relation to development.
- Working closely with the development officer and development committee.
- Be available to take calls and answer emails from club committee members looking for information.

### ***Knowledge and Experience***

- Good knowledge of the management package and the development goals.
- Very good communication skills.
- Good manner and friendly demeanour.
- Team player.
- Full driving licence.
- Access to a car for long journeys.
- Spare time to make long journeys on a regular basis.

### ***Please note:***

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Also:

This job being filled is dependant on there being a budget for it.

<b>Title</b>	<b>Schools Representative</b>
<b>Level</b>	<b>Development Committee</b>
<b>Supervisor</b>	<b>Exec/Schools Clubs</b>
<b>Co-Opt</b>	<b>No</b>
<b>Expenses</b>	<b>No</b>
<b>Duration</b>	<b>1 Year</b>
<b>Workload</b>	<b>1-2 hours/week</b>
<b>Synopsis</b>	<b>The school rep is the liaison between the IAAA and the School clubs.</b>

## Major Areas of Responsibility

- Liaise between the IAAA and School clubs.
- Liaise between the School clubs.
- Develop and assist in projects to improve the associations

## Primary Objectives:

- Promote communications between the Schools and the IAAA
- Keep informed and aware of cross-association projects.

## Specific Responsibilities of the Job

- Liaise between the School clubs and IAAA
  - Represent schools association at IAAA committee meetings, ensuring that the best interests of both associations are being considered when future plans are being discussed.
  - Communicating with both associations to inform them of each other's projects or intended future developments
  - Acting as a direct line of communication from one association to the other in the event of discussions or cross-association projects
- Develop and assist in projects to improve the associations
  - Assist any and all projects which will help improve both associations
  - Bring ideas/projects forward for consideration to either or both of the associations where relevant.

## Education and Experience

- A good working knowledge of the school clubs and IAAA structure.
- Good note taking skills to augment minutes of meetings where School club are discussed
- Quick familiarisation of current and upcoming projects for the School clubs and IAAA.
- Good communication skills and a good rapport with other committee members are recommended.

### ***Please note:***

At present there is no schools association which representing the interests school clubs. Should such an association come into being then the school rep position will become similar to that of the college and crossbow rep in that they are the liaison between the two associations. As such, when a School Association is created this document should be re-worded whereby all mention of “School clubs” is replaced by School Association and also that this note is removed.

This job description is intended to outline the primary roles and responsibilities of the above position. It is not intended to be a complete and all inclusive list, as such; the position may require you to perform tasks not expressly stated in this description. These tasks will most likely be related to your primary role and you will be expected to complete them with the same due care and attention you give the primary roles. In the event that you feel you are being unfairly treated due to a large quantity of these tasks being assigned to you then contact the President and express your concerns.

<b>Title</b>	<b>College Representative</b>
<b>Level</b>	<b>Committee</b>
<b>Supervisor</b>	<b>Exec/ISAA</b>
<b>Co-Opt</b>	<b>No</b>
<b>Expenses</b>	<b>No</b>
<b>Duration</b>	<b>1 Year</b>
<b>Workload</b>	<b>1-2 hours/week</b>
<b>Synopsis</b>	<b>The college rep is the liaison between the IAAA and the Student Association (ISAA) as well as between the ISAA and the College and University Sports Association of Ireland (CUSAI).</b>

## Major Areas of Responsibility

- Liaise between the IAAA and ISAA
- Liaise between the IAAA/ISAA and CUSAI
- Develop and assist in projects to improve the associations

## Primary Objectives

- Promote communications between the ISAA and the IAAA
- Promote communications between the ISAA and CUSAI
- Keep informed and aware of cross-association projects

## Typical Responsibilities of the Job

- Liaise between the IAAA and ISAA
  - Being a sitting member of both committees to ensure that the best interests of both associations are being considered when future plans are being discussed.
  - Communicating with both associations to inform them of each other's projects or intended future developments
  - Acting as a direct line from one association to the other in the event of discussions or cross-association projects
- Liaise between the IAAA/ISAA and CUSAI

- Introduce yourself to CUSAI and ensure they are aware that you are the current line of communication to the ISAA and IAAA.
- Receive and relay communications from CUSAI to the relevant individuals.
- Attending meetings or otherwise retrieve information regarding up-coming student world events, applications to which are processed by CUSAI (the internationally recognised governing body for student sport in Ireland)
- Develop and assist in projects to improve the associations
  - Assist any and all projects which will help improve both associations
  - Bring ideas/projects forward for consideration to either or both of the associations where relevant.

## **Education and Experience**

- A good working knowledge of the ISAA and IAAA structures.
- Good note taking skills to augment minutes of meetings where ISAA or IAAA relevant material was discussed
- Quick familiarisation of current and upcoming projects for the ISAA and IAAA.
- Good communication skills and a good rapport with other committee members are recommended.

### ***Please note:***

This job description is intended to outline the primary roles and responsibilities of the above position. It is not intended to be a complete and all inclusive list, as such; the position may require you to perform tasks not expressly stated in this description. These tasks will most likely be related to your primary role and you will be expected to complete them with the same due care and attention you give the primary roles. In the event that you feel you are being unfairly treated due to a large quantity of these tasks being assigned to you then contact the President and express your concerns.

<b>Title</b>	<b>Crossbow Representative</b>
<b>Level</b>	<b>Committee</b>
<b>Supervisor</b>	<b>Development Officer</b>
<b>Line Manager to</b>	
<b>Elected</b>	<b>Co-Opt</b>
<b>Expenses</b>	<b>No</b>
<b>Duration</b>	<b>1 Year</b>
<b>Workload</b>	<b>1-2 hours/week</b>
<b>Synopsis</b>	<b>The crossbow rep is the liaison between the IAAA and the Crossbow Association.</b>

## Major Areas of Responsibility

- Liaise between the IAAA and Crossbow association
- Develop and assist in projects to improve the associations

## Primary Objectives:

- Promote communications between the Crossbow association and the IAAA
- Keep informed and aware of cross-association projects

## Specific Responsibilities of the Job

- Liaise between the IAAA and Crossbow association
  - Being a sitting member of both committees to ensure that the best interests of both associations are being considered when future plans are being discussed.
  - Communicating with both associations to inform them of each other's projects or intended future developments
  - Acting as a direct line from one association to the other in the event of discussions or cross-association projects
  - Develop and assist in projects to improve the associations
  - Assist any and all projects which will help improve both associations

- Bring ideas/projects forward for consideration to either or both of the associations where relevant.

- You are to attend National Committee meetings held each quarter

## **Knowledge and Experience**

- A good working knowledge of the Crossbow association and IAAA structures.
- Good note taking skills to augment minutes of meetings where Crossbow association or IAAA relevant material was discussed
- Quick familiarisation of current and upcoming projects for the Crossbow association and IAAA.
- Good communication skills and a good rapport with other committee members are recommended.

### ***Please note:***

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<b>Title</b>	<b>Webmaster</b>
<b>Level</b>	<b>Non Committee</b>
<b>Supervisor</b>	<b>Communications Secretary</b>
<b>Line Manager to</b>	<b>N/A</b>
<b>Elected</b>	<b>Yes</b>
<b>Expenses</b>	<b>No</b>
<b>Duration</b>	<b>2 Years</b>
<b>Workload</b>	<b>1-3 hours/week</b>
<b>Synopsis</b>	<b>The webmaster is in charge of the maintenance and development of the IAAA's website and email services.</b>

## Major Areas of Responsibility

- Maintenance of the IAAA website.
- Maintenance of the IAAA Email accounts.

## Primary Objectives:

- Use technology in the promotion of the sport of archery and the association.
- Improve communications by reducing downtime or issues with emails
- Develop the website with the aim to improve the IAAA's reputation and standing with other associations as well as show-casing important events developed by or for the membership of the IAAA.

## Typical Responsibilities of the Job

Maintain an up to date and comprehensive website that meets the needs of the association. This will be accomplished by actively managing the web site for content in conjunction with the executive, overall site freshness, and from an administrative perspective with the web hosting provider. an example of the types of tasks are outlined below.

- Ensuring up-to-date information is available on the website
  - Pruning dead or no longer relevant pages from the website

- Making additions to pages as new or more detailed information becomes available
- Maintaining up to date galleries and news articles.
  - This is to be done in co-ordination with Honorary Secretary and Communications Secretary

- Adding additional sections or pages to the website outside of the pre-existing
  - These additions must be from relevant sources that are deemed appropriate or necessary by both the webmaster and exec
- Ensuring that results from previous competitions are available to members.
  - The information will be supplied by the competition secretary.
- Contact with the service provider when required.
  - Not only should the webmaster be aware of whom they are to contact in the event of loss of service they should also ensure that they are kept abreast of payments to same and the period which the payment is to cover.
  - When the end of a contact is approaching (within 1 month) the webmaster should contact the treasurer and ensure that the necessary funds will be available to ensure uninterrupted service.

Maintenance of the IAAA Email accounts:

- Monitoring, where possible, the storage space used and available for emails
  - When the storage is approaching a critical level, the webmaster is required to make a backup of old emails (from one year or more ago) onto a mobile media (such as a CD or DVD).
  - The media is to be securely transported to the Sports HQ where it can be stored securely in the event that the emails are required for later reference.
- Contact with the service provider when required.
  - Not only should the webmaster be aware of whom they are to contact in the event of loss of service they should also ensure that they are kept abreast of payments to same and the period which the payment is to cover.
  - When the end of a contact is approaching (within 1 month) the webmaster should contact the treasurer and ensure that the necessary funds will be available to ensure uninterrupted service.

## Education and Experience

- Experience in the field is a requirement for the position.
- Preference would be given for persons with degrees/masters in a relevant field.
- Preference would be given for persons with more experience in this field.

### ***Please note:***

This job description is intended to outline the primary roles and responsibilities of the above position. It is not intended to be a complete and all inclusive list, as such; the position may require you to perform tasks not expressly stated in this description. These tasks will most likely be related to your primary role and you will be expected to complete them with the same due care and attention you give the primary roles. In the event that you feel you are being unfairly treated due to a large quantity of these tasks being assigned to you then contact the President and express your concerns.

<b>Title</b>	<b>Medical Officer</b>
<b>Level</b>	<b>Non Committee</b>
<b>Supervisor</b>	<b>Communications Secretary</b>
<b>Line Manager to</b>	<b>Club medical officers</b>
<b>Elected</b>	<b>Co-Opt</b>
<b>Expenses</b>	<b>No</b>
<b>Duration</b>	<b>2 Years</b>
<b>Workload</b>	<b>1-2 hours/week</b>
<b>Synopsis</b>	<b>The webmaster is in charge of the maintenance and development of the IAAA's website and email services.</b>

## Major Areas of Responsibility

Major areas of responsibility include:

- Ensure that there is at least one member per club fully trained in a minimum of basic first aid.
- Where possible keep a record of incidents at competitions and training sessions
- Ensure clubs are informed of all requirements placed on them and that they all have a fully stocked first aid kit.
- Develop and update an association safety statement.
- Develop and update a suitable safety statement that clubs can adopt.

## Primary Objectives:

- Ensure the association and clubs operate with the safety and well being of all members at all times during all club and association activities.

## Typical Responsibilities of the Job

- Ensure that there is at least one member per club fully trained in a minimum of basic

first aid.

- To be at minimum but not limited to CPR, AED use and treatment of minor injuries and ability to identify and treat major illnesses.
- Keep a record of all the first aiders in each club.
- Organise first aid courses to get as many people as possible trained to a sufficient level.
- Where possible keep a record of incidents at competitions and training sessions
  - Look for trends in injuries and seek measures to avoid repetition.
- Be of a level to provide first aid assistance or online direction to others if required.
- Ensure that at each club and every competition there is a fully stocked first aid kit available.
  - Arrange to re order supplies to fill first aid kits as required.
- Stay up to date with any changes or advances in CPR, AED or first aid and arrange for up skilling for all trained members.
- Organise medical personal to attend association events that require one when requested by the association committee.
- Develop and update an association safety statement.
- Develop and update a suitable safety statement that clubs can adopt.

## **Knowledge and Experience**

- Good communication skills
- Be of a level to provide first aid assistance or online direction to others if required.
- To be at minimum but not limited to CPR, AED use and treatment of minor injuries

### **Please note:**

This job description is intended to outline the primary roles and responsibilities of the above position. It is not intended to be a complete and all inclusive list, as such; the position may require you to perform tasks not expressly stated in this description. These tasks will most likely be related to your primary role and you will be expected to complete them with the same due care and attention you give the primary roles. In the event that you feel you are being unfairly treated due to a large quantity of these tasks being assigned to you then contact the President and express your concerns.

**Title of Job: Anti Doping Officer**  
**(Currently combined with Medical Officer)**

**Hierarchy Position: Non-committee**

**Supervisor: Communications Secretary**

**Co-Opt**

**Gets Expenses: No**

**Duration: 2 years**

**Workload per week: 1-2 hours**

**Position Description:**

### **Major Areas of Responsibility**

Major areas of responsibility include:

- Keeping up to date with prohibited or controlled substance lists.
- Update members on the prohibited or controlled substance lists.
- To act as liaison between the association, its members and relevant authorities.

### **Primary Objectives:**

- Ensure all association members understand and comply with the prohibited or controlled substances list.

### **Typical Responsibilities of the Job**

- Must stay up to date with any and all development and amendments to the prohibited or controlled substances list.
- To ensure all updates to the list of controlled substances are distributed to members in a timely fashion.
- To act as a liaison between the association, archers and any relevant authorities (Gardai, Irish Sports Council, WADA, Fita...)
- To understand and be able to assist people with Therapeutic Use Exemptions and applications.
- To arrange contact between any authorities and relevant clubs in the event of a drug test to be carried out.
- Be available on the day of any drug testing to act as a liaison for the archers and notify them, on the day, in the case of their nomination for testing.
- The Anti-Doping Officer shall inform the relevant authorities immediately and instigate an inquiry should any matters relating to the use, or supply, of prohibited substances come, or be brought to his attention.

## **Knowledge and Experience**

- Good communication skills
- Will develop a good knowledge of the prohibited or controlled substances list.

### **Please note:**

This job description is intended to outline the primary roles and responsibilities of the above position. It is not intended to be a complete and all inclusive list, as such; the position may require you to perform tasks not expressly stated in this description. These tasks will most likely be related to your primary role and you will be expected to complete them with the same due care and attention you give the primary roles. In the event that you feel you are being unfairly treated due to a large quantity of these tasks being assigned to you then contact the President and express your concerns.



<b>Title</b>	<b>Public Relations Officer</b>
<b>Level</b>	<b>National Committee</b>
<b>Supervisor</b>	<b>Communication Secretary</b>
<b>Line Manager to</b>	
<b>Elected</b>	<b>Elected</b>
<b>Expenses</b>	<b>No</b>
<b>Duration</b>	<b>2 Years</b>
<b>Workload</b>	<b>2-5 hours/week</b>
<b>Synopsis</b>	<b>The PRO will use all forms of media and communication to build, maintain and manage the reputation of the Association, both internally and externally..</b>

### **Major Areas of Responsibility**

Major areas of responsibility include:

- Marketing the association.
- Creating and distributing press releases.
- Develop and implement PR strategies.
- Sourcing and managing sponsorship opportunities.
- Organising PR events.
- Advertising through the website

### **Primary Objectives:**

- Increase the membership and participation in the association.
- Promote the association through the media and events.
- Promote the association internally through newsletters and events.

### **Typical Responsibilities of the Job**

- The PRO will be responsible for advertising the association to the public through whatever media that they can use.
- The PRO will be responsible for researching, writing and distributing press releases to targeted media
- The PRO will work in conjunction with the NEC and specifically the development committee

to plan, develop and implement PR strategies.

- Sourcing and managing sponsorship opportunities
- Organising events that the association can be represented at including fairs, exhibitions, open days.
- Fostering community relations through events such as open days and through involvement in community initiatives;
- Preparing and supervising the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programmes.
- Working with the webmaster and communication secretary to promote the association through the website and social media.
- Responsible for giving the webmaster the appropriate articles, newsletters and information on events for inclusion on the website.

### **Knowledge and Experience**

- Some knowledge of marketing and promotion
- Some knowledge of graphic media
- Hard working, enthusiastic and good initiative
- Capable of working as part of a team
- Good computer skills
- Good level of literacy

### ***Please note:***

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