

## PAID OFFICERS – FUNCTION DESCRIPTIONS

ONSW Manual **1.3**

### 1. OVERVIEW

Most of the tasks of administering orienteering including the organisation of events, training and coaching are undertaken by volunteers. Orienteering NSW employs people to undertake its core administrative, marketing and communication functions.

The positions are paid for a number of reasons:

- the work flow can be unremitting;
- the need to be up to date is critical;
- some duties are administrative and do not offer volunteers much satisfaction; and
- other duties are specialised in areas such as marketing, communication or accounting and finding skilled volunteers amongst the orienteering community is difficult.

The nature and number of these paid positions and the distribution of work between them will change over time, as orienteering evolves and in response to the aptitudes and circumstances of the incumbents.

The functions below may be performed by one or more persons.

Where appropriate, ONSW may allow the paid officers to perform duties for Orienteering Australia. An example is to assist OA with work on its website where ONSW relies on the OA website to contain information relevant to orienteering in NSW.

### 2. EXECUTIVE OFFICER

**Purpose:** to provide management and government liaison services to Orienteering NSW.

**Broad responsibilities:**

- a. To ensure Orienteering NSW is an ethical, responsible, well managed and financially sound sporting body.
- b. To co-ordinate ONSW's dealings with government, government agencies and other external bodies.

The Executive Officer is a key focal point for NSW orienteers and organisations with which Orienteering NSW interacts. Although this is a part time position, the Executive Officer must ensure people wishing to contact Orienteering NSW feel they are receiving prompt attention.

The Executive Officer is a non-voting member of the board of Orienteering NSW. ONSW may decide the incumbent can be an Executive Director, with a vote.

**Specific duties:**

1. Manage the paid officers and day to day activities of Orienteering NSW.

2. Monitor and report on the progress of work by the officers, directors and other ONSW volunteers.
3. Serve as the focal point of ONSW communications with OA, NSW orienteering clubs and groups of NSW orienteers.
4. Ensure ONSW applies for appropriate grants and sponsorship. Ensure grants and sponsorship received are managed well.
5. Serve as the focal point of ONSW communications with Department of Sport and Recreation, Office of the Environment and Heritage (i.e. national parks), Forestry Corporation and other external bodies.
6. Ensure the contents of the relevant pages of the ONSW website are up-to-date and appropriate (see attachment for details of the tasks allocated to this role ).
7. Liaises with clubs to ensure their needs of the Orienteering NSW are being met.
8. Ensure that employment and volunteer management policies and procedures of the ONSW are appropriate, communicated and compliance is monitored.

**Reports to:** the Board, through the President and attending board meetings.

### **3. MARKETING AND COMMUNICATIONS OFFICER**

**Purpose:** to increase the number of people orienteering in NSW.

**Broad responsibilities:**

To market and promote orienteering in NSW and to deliver effective communication from Orienteering NSW to orienteers.

The Marketing and Communications Officer promotes mass communication to and from orienteers. Has the ability to sell orienteering to non-orienteers

The Marketing and Communications Officer may be invited to attend meetings of the board of Orienteering NSW.

**Specific duties:**

1. Provide regular news items for ONSW website and articles for Australian Orienteer.
2. Produce weekly e-bulletin and maintain mailing list.
3. Produce marketing programs for ONSW events and event series.
4. Generate promotional material and interviews for media, in particular local press/websites and targeted groups, e.g. rogaining, adventure racing, National Parks.
5. Develop and maintain marketing for other web-based delivery systems, eg Facebook, YouTube, Twitter.
6. Assist Executive Officer with sponsorship.
7. Arrange, coordinate, manage and promote Annual Awards evening.
8. Provide oversight to prize presentations (e.g. at NSW Championships).
9. Provide overall co-ordination of web based activities and website. Ensure the contents of the relevant pages of the ONSW website are up-to-date and appropriate (see attachment for details of the tasks allocated to this role).
10. Develop and, to the extent that time allows, implement promotional orienteering

**Reports to:** the Executive Officer, although there may be direct reporting to Directors on specific activities.

### **4. ADMINISTRATION OFFICER**

**Purpose:** to provide administration services to Orienteering NSW.

**Broad responsibilities:**

To ensure the day-to-day and ongoing activities of Orienteering NSW are performed professionally and are kept up-to-date.

The Administration Officer is a key communication point for people who want to orienteer in NSW. Although this is a part time position, the Administration Officer must ensure people contacting Orienteering NSW feel they are receiving up-to-date, relevant and helpful information.

The Administration Officer requires good Excel skills, and should either have expertise in Eventor at State Administrator level, or the ability to be trained to this level.

The Administration Officer may be invited to attend meetings of the board of Orienteering NSW.

**Specific duties:**

1. Receive and appropriately deal with phone calls, emails, letters and other communications with Orienteering NSW.
2. Ensure the contents of the relevant pages of the ONSW website are up-to-date and appropriate (see attachment for details of the tasks allocated to this role). [This will include the map database.]
3. Manage the Eventor system, including maintaining the Event Calendar, assisting clubs with event details, receiving and posting results, and calculating payments due to Clubs.
4. Responsible for the operations of the ONSW membership system, including responding to new members, chasing up non-renewals, liaising with and sending membership details to clubs.
5. Gather and maintain non-financial statistical data (e.g. memberships, events, participation) and provide reports to the Board and officers.
6. Managing bookings for Belanglo House.
7. Administer any awards made by Orienteering NSW.
8. Assisting ONSW volunteers in administrative tasks associated with the volunteers' activities.
9. Monitor compliance to safety aspects of event organisation.

**Reports to:** the Executive Officer, although there may be direct reporting to Directors on specific activities.

**5. FINANCE OFFICER**

**Purpose:** to maintain and develop the financial records of Orienteering NSW.

**Broad responsibilities:**

To ensure finances of Orienteering NSW are managed in a professional and secure manner.

The Finance Officer may be invited to attend meetings of the board of Orienteering NSW.

**Specific duties:**

1. Maintain the financial records of Orienteering NSW.
2. Ensure any income is received, and all payments are made, in a timely manner.
3. Manage ONSW's event holding account, making payments to clubs when necessary.
4. Prepare monthly bank reconciliations. From time to time, these may be required more regularly.
5. Report on ONSW's overall and segment finances to the Finance Director, Board and relevant officers.
6. Produce annual financial statements in accordance with Australian Accounting Standards and NSW Government requirements.
7. Prepare BAS.
8. Prepare annual payment statements for employees.

9. Prepare an annual audit file and assist the auditors with their queries.
10. Assist the Finance Director in the preparation of the Annual Report and any other reports required.
11. Assist in the preparation of budgets as required.
12. Ensure the contents of the relevant pages of the ONSW website are up-to-date and appropriate (see attachment for details).
13. To perform other duties as directed by the Finance Director, Board or Executive Officer.

**Reports to:** Executive Officer and Finance Director, although there may be direct reporting to other Directors or officers on specific activities.

## **6. EVENT MANAGEMENT OFFICERS**

**Purpose:** to organise orienteering events on behalf of Orienteering NSW.

### **Broad responsibilities:**

To ensure orienteering events are managed in a professional manner. These events might be promotional (Space Racing, Spooks in the Park, corporate), targeted at a particular market (junior, schools, regional orienteering) or large (Easter 3-Days, IOF events).

To ensure safety policies and procedures of the ONSW are implemented for events they organise.

Event Management Officers may be invited to attend meetings of the board of Orienteering NSW.

### **Specific duties:**

These are not permanent positions. They are used for specific events and, as a general rule, are not funded from ONSW's normal revenue. They should be funded from event fees, sponsorships, grants, promotional levies, etc.

The duties will be event specific.

**Report to:** Executive Officer, although there may be direct reporting to Directors or other officers on specific activities.

## **7. HOURS OF WORK**

Excluding Event Management Officers, hours of work will be confirmed in a written agreement between the officer and ONSW.

## **8. LOCATION**

There are benefits to ONSW in maintaining an office in Sports House (located at 6a Figtree Drive Sydney Olympic Park). ONSW expects the officers, between them, to be present in the office at least 4 days a week.

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Adopted: June 2014

Reason: Comprehensive revision to accord with best practice governance procedures

Attachment: Website Content Management

## ATTACHMENT

### ONSW WEBSITE CONTENT MANAGEMENT WHO IS RESPONSIBLE FOR WHAT

The Executive Officer is responsible for the overall layout of the website and the Communications Director for its functionality.

Blue Bar	Drop Down	Sub pages	Responsibility of
Home		Archived news pages	Marketing & Communications Officer
About orienteering	Start Here What to bring to an event High Performance Permanent Courses Guide to NSW Events		Marketing & Communications Officer
	Learn the Skills		Coaching Director
Membership	NSW Club Information Join up or Renew		Administration Officer
Events	Event Calendar NSW State League Results Course Setter of the Year Coming events, results etc on other dropdowns	Eventor (NSW)	Administration Officer
	Text of: Metro League Sydney Junior League Summer Series DuO Adventure	DuO Adventure pages	Relevant Series Co-ordinator
	Mountain Bike Orienteering		MTBO Officer
	Major Events [future year(s)]		Planning Director
Teams	Wildfires Junior Squad Carbines Stingers		Coaching Director
Juniors	NSW All Schools Team NSW Junior Development Squad		Manager Junior Development Squad
	NSW Wildfires School Championships		Coaching Director
	Sydney Junior League Saturday Orienteering Series		Series Co-ordinators
	Space Racing Services for Schools		Marketing & Communications Officer
Resources			Communications Director
	Association Manual		Administration Officer
		Index	Administration Officer

		General – Constitution	Secretary
		General – other	Executive Officer
		Finance	Finance Officer
		Clubs and Registration	Executive Officer
		Event Regulations Events and Safety	Technical Director
		Newsletter	Executive Officer
		Mapping	Technical Director
		Teams and Squads	Coaching Director
		Landholders	Executive Officer
		Other - Belanglo House (Rights, Obligations and Rules)	Belanglo House Manager
		Other - Introducing Orienteering in Schools	Coaching Director
		Other - General Information to Members	Administration Officer
	Event Management Mapping		Technical Director
	Equipment Bookings Belanglo House Links		Administration Officer
	Important Documents Managing Volunteers		Executive Officer
	Coaching		Coaching Director
About ONSW	ONSW Board & Officers Contact Us		Administration Officer
	ONSW Services		Marketing & Communications Officer