

## UHA EXECUTIVE POSITION DESCRIPTION

<b>Role:</b>	<b>Executive Director</b>
<b>Reports to:</b>	The Board (State Reps) and AUF

The Executive Director (ED) is the principal leader and has overall responsibility for the organisation's administration. The ED sets the overall annual committee 'agenda' (consistent with the views of members), help the committee prioritise its goals and then try to keep the committee on track by working within that overall framework. The executive committee members should have a sense of what they are trying to achieve throughout the year rather than just 'muddling through' from one committee meeting to the next. At the operational level, the major function of the ED is to facilitate effective management of committee meetings.

<b>Roles / Responsibilities:</b>	<ul style="list-style-type: none"><li>- be well informed of all organisation activities;</li><li>- be aware of the future directions and plans of members;</li><li>- have a good working knowledge of the constitution, rules and the duties of all executive committee members and officers;</li><li>- manage committee and/or executive meetings;</li><li>- manage the annual general meeting;</li><li>- Representing UWH at AUF meetings;</li><li>- co-ordinate representation of the organisation at local, regional and national levels;</li><li>- be a supportive leader for all organisation members;</li><li>- act as a facilitator for organisation;</li><li>- ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members; and,</li><li>- Lead the Executive Committee in preparation and presentation of the strategic 2 and 5 year plans.</li><li>- Attend nationals or appoint a proxy already in attendance;</li><li>- Attend worlds or appoint a proxy already in attendance.</li></ul>
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<b>Working Team:</b>	The Executive Committee (Treasurer, Secretary, Tournament Director, Development Director)
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