

2020

President



Tahnee Ridley

President, TBAWA

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1 Duty Statement

This duty statement is endorsed by the TBAWA board and approved by the TBAWA President. It is a personnel management tool which describes the overall intent or purpose of a position, the tasks being performed by that position, the purpose of why those tasks are performed, and the manner they are performed. Duties outlined here are a guideline and may alter time to time to make reasonable adjustments for board business or for the interest of the sport.

This duty statement will be revised every two years from first being published by the Governance and Compliance Officer or other person appointed by the board. Any alterations or feedback should be directed to the board at info@tenpinwa.org



2 Job Description



POSITION/TITLE	President
REPORTS TO	Executive Board & CEO Tenpin Bowling Australia
LOCATION	No fixed location; Home office

Compliance

- Associations Act 2015 (WA)
- Department of Sport and Cultural Industries
- Department of Consumer Protection
- Department of Child Protection
- Tenpin Bowling Australia Limited Constitution, Policies and Procedures
- Tenpin Bowling Association of Western Australia 2019 Constitution, Policies and Processes
- Play by the Rules <https://www.playbytherules.net.au/>
- ASADA <https://www.asada.gov.au/>

Brief

The responsibility of the President is to oversee the management and administrative operation of the association for the sport of Tenpin Bowling in Western Australia and provide strategic leadership, planning and risk management for the sport and support for the board.

The President is responsible for the operational framework and the implementation of key strategies that will improve growth, training, participation, and member satisfaction.

As President, you will be expected to understand athletes and coaches needs while having the ability to manage a complex portfolio of organisational responsibilities including commercial and strategic priorities, operational effectiveness, stakeholder management, communications, and financial/governance controls.

You will also have a sound knowledge of a High-Performance environment.

Duties

- To ensure the effective operation of the sport of Tenpin Bowling in Western Australia, and to update the CEO of Tenpin Bowling Australia as required.
- Responsible for risk management and strategic planning in the association and implement controls to manage this accordingly
- Responsible for the operational framework of Tenpin Bowling in Western Australia including reviewing the board finance's, administration and implementing NSO standards
- Responsible to ensure the management of your association remains open, positive, progressive and the objects and aims of your association are respected and observed
- Be a direct contact for the ATBSO Board
- In-consultation with the board, approve any correspondence out and official notices
- To chair all General Meetings and or Executive meetings
- Ensure governance and compliance is maintained
- Provide a report for the executive team for exec meetings as required
- Review and approve all Duty Statements, in consultation with the board
- Responsible for the strategic planning and organisation of the sport for both business and membership participation
- Stakeholder Management for the sport
- Assume the role of primary spokesperson for Tenpin Bowling Australia and for Department of Local Government and Cultural Industries
- Identify new programmes and other opportunities to expand the revenue base
- Create an environment where excellent relationships with all stakeholders – including Sport Ireland, Commercial partners, athletes, coaches, and clubs can help deliver positively for the sport
- Ensure an inclusive environment with consultation and dialogue at its core is a key priority for the organisation
- Actively engage with the athletics community in creating an open dialogue on matters of significance

WESTERN AUSTRALIA

Specific Criteria

- Knowledge and skills in basic computer operations
- Experienced in MS WORD and EXCEL
- Excellent Time Management skills, and able to work autonomously to meet deadlines.
- Excellent verbal and written communication
- Previous experience in managing sporting groups or holding a position on a board or committee

Desirable Skills

- Understanding of the sport of Tenpin Bowling
- Tertiary qualification in business and/or other relevant qualification beneficial to the sport or minimum of 2 years in a senior management roll outside the sport of Tenpin Bowling.
- AICD Foundation Skills Knowledge or working towards this certification
- Intermediate Computer Skills



3 Approval

Name:	Tahnee Ridley		
Position title:	TBAWA President		
Signature:		Date:	

Document Version History

Version no	Primary author(s)	Description of version	Date completed
0.1	Tahnee Ridley	Duties created	3/2/2020
0.2	Tahnee Ridley	Submitted to board for feedback	13/2/2020

