



Representative Head Manager Position

TITLE: REPRESENTATIVE HEAD MANAGER
REPORTS TO: PRESIDENT
COMMITMENT: 12 MONTHS
REMUNERATION: VOLUNTEER POSITION

Responsibilities and Duties

- Have input into the Representative Programme structure.
- Stay informed about the Representative Programme Policy and related documents to be able to go through this policy with all appointed Team Staff personnel.
- Advertise all Team Staff positions.
- Mentor Team Managers.
- Advertise the player application process.
- Work with the Representative Head Coach to coordinate team trials. Send information to all trialists, book a venue and ensure equipment is available.
(Note - the Representative Head Coach sets the trial structure).
- Create programme budgets to send to the President and Treasurer for approval.
- Source and book training venues approved by the Representative Head Coach and President.
- Source and book flights, accommodation and transport. Bookings can only be made once approved in the programme budget.
- Order approved equipment and uniforms. (With purchase order number)
- Distribute and collect training equipment and uniforms for teams.
- Compile a report at the end of each programme.
- Provide clear and professional communication with and between clubs, schools, coaches, managers, players, parents and any other member as required.
- Contribute to the WLA being viewed as a professional, well run and forward-thinking organisation.
- Be a role model and provide positive leadership.
- Stay informed about the Health and Safety Policy and any procedures, and take further action if you notice something unsafe.
- Evaluate personal performance.
- Follow all aspects of the WLA code of conduct, policies and regulations.
- Any other duty related to the role.

Knowledge and Skills Desired

- Can communicate effectively and has good interpersonal skills.
- Is positive and enthusiastic.
- Has sound IT and computer skills.
- Has excellent time management ability.
- Has ability to plan and provide for the needs of the Representative Programme.
- Enjoys working in a high performance team environment.

NB: This position does not require knowledge of lacrosse