



Appendix B: Duties and Responsibilities

B.1 All Council Members

- Regularly attend as many ACTISA meetings as possible.
- Assist and support fellow committee members at all times.
- Attend and assist at events and functions of ACTISA and any affiliated clubs.
- Assist with grant applications and general administrative tasks.
- Effectively assist in the planning and progress of the organization and its members.
- Implement and monitor development programs for effectiveness.
- Ensure adequate financial resources.
- Protect Association assets.
- Regularly evaluate the performance of the Council.
- Ensure legal and ethical integrity in all activities and decisions.
- Always create opportunities to promote figure skating and the Association.
- Continually enhance the Association's public standing.

B.2 Elected and Co-Opted ACTISA Positions

Duties and responsibilities include but are not limited to the following.

B.2.1 President

- Chair all ACTISA meetings.
- Represent ACTISA at meetings or functions as required.
- Be responsible for the conduct of ACTISA activities.
- Oversee ACTISA activities.
- Oversee subcommittees.
- Be available to members and committee members to answer queries.
- Liaise and maintain relationships with ISA, other State Associations and Clubs.

B.2.2 Vice President

- Chair Council meetings in the absence of the President.
- Assume any duties that may be delegated by the President.
- Assume any duties in the absence of the President.
- Support the President and Council in all aspects.

B.2.3 Honorary Treasurer

- Manage the finances of the Association in a professional, accurate and transparent manner.
- Maintain records in an appropriate manner acceptable to the Auditor and the Auditor General.
- Prepare an annual budget and monitor regularly to ensure compliance.
- Be responsible for receiving, disbursing or investing Association funds as approved by the Council.
- Ensure timely payment of invoices.



- Prepare and present reports to the Council on the financial status of the Association.
- Submit financial records to the Auditor after the end of the Association's financial year.
- Annually submit financial statements to the Auditor General by the due date as per the Constitution.

B.2.4 Honorary Secretary

- Keep all administrative, meeting and membership records.
- Accurately minute all ACTISA meetings.
- Distribute minutes to the Committee after each meeting.
- Based on the minutes, produce an Action Report for distribution to the Committee, detailing the action required and the person responsible.
- Process and file written and electronic correspondence.
- Present a report on both Incoming and Outgoing Correspondence for each meeting.
- Prepare and dispatch any correspondence as required or directed.
- Regularly clear the post office box.
- Carry out administrative tasks.
- Be available to members and committee members to answer queries.
- Keep members informed of all relevant information.
- Dispatch notices to members.
- Prepare paperwork for the Annual General Meeting.
- Process all nominations for Office Bearers of the Association.
- Coordinate all entries of ACTISA members for interstate competitions.

B.2.5 Assistant Secretary

- Assume any duties that may be delegated by the President or Secretary.
- Assume any duties in the absence of the Secretary.
- From meeting outcomes prepare a Communiqué of information for members.
- Publish the Communiqué on the rink noticeboard and the ACTISA website.

B.2.6 Committee Members

- Perform at least one role under additional duties and positions.
- Assume any duties that may be delegated by the Executive.

B.2.7 ACTISA Delegates

- Attend ISA AGM and other nominated meetings.
- Ensure the Council selects a proxy or replacement if unable to attend.
- Participate in any postal votes throughout the year.
- Be prepared to share opinions, suggestions and participate in discussions at the ISA AGM.
- Always vote for the best outcome for ACTISA and its members and the sport as a whole.
- If possible, discuss any motions for voting on with the other delegates and Council members prior to voting.
- Report back ISA AGM proceedings and outcome to the ACTISA Council and the ACTISA AGM.



B.3 Additional Duties and Positions

Additional roles are required to be done by ACTISA members to ensure coverage by directors insurance; however they do not need to be part of the ACTISA Council. In this case, reports should be prepared for tabling at each ACTISA meeting. Volunteers not on Council may request or be invited to attend an ACTISA meeting if necessary. With the exception of Public Officer, any of the duties may be performed by more than one person. Officers may form sub committees if required, to assist them with their duties.

B.3.1 Public Officer

- Maintain custody and safekeeping of the common seal.
- Advise the Registrar General's Office immediately a committee member resigns, changes address or when a new committee member is elected.
- Submit required documentation to the Auditor General by the due date as per the Constitution.

B.3.2 Judging Convener

- Chair sub committee meetings.
- Maintain judging records of all Officials in the ACT.
- Arrange suitably qualified Officials for Tests and ACTISA Competitions.
- Provide advice and expertise to ACTISA, affiliated Clubs and Coaches.
- Be available to members and committee members to answer queries.
- Arrange suitable Training Programs for Officials in the ACT.
- Recommend Judges' promotions to ACTISA Council.
- Recommend removal or demotion of Officials from the ACT Officials Panel.
- Submit ACTISA Officials Panel to the ISA Operational Director for Judges and Officials.
- Keep Officials informed of all information received that is relevant to their duties.

B.3.3 Competition Convener

- Chair subcommittee meetings.
- Train new volunteers.
- Book required ice time for competitions and organise schedules for official skating practice times if required.
- Provide list of proposed competition dates to coaches, rink noticeboard and the ACTISA website.
- Keep abreast of ISA and ISU communications regarding technical changes.
- Be available to members and committee members to answer queries.
- Install IJS program updates on the computer system.
- Prepare announcements and entry forms for competitions. Place copies on the rink noticeboard, the coaches' noticeboard and the ACTISA website. Email copies to the secretaries of other State skating associations when appropriate.
- Collect entry forms and receipt entry fees.
- Check eligibility of ACT applicants.
- Bank entry fees and inform Treasurer of each deposit.



- Publish the list of competition entrants on rink noticeboard, coaches' noticeboard and/or the ACTISA website as appropriate, prior to the draw of skating order.
- Notify Judging Convener of competition divisions and entrant numbers to allow organisation of judging panels.
- Conduct the draw of the skating order.
- Publish the skating order on the rink and coaches' noticeboards and ACTISA website, as soon as possible after the draw.
- Enter competition data on computers.
- Prepare the necessary paperwork for the judges, technical panel, timekeepers, announcers, skaters' marshal, skaters' registration desk. Organise in folders with pens.
- Organise certificates, trophies or medals for the competition.
- Organise transport of computers, printers, judges' chairs, blankets, heat packs, music baskets, stopwatches, radios and judges chits if required to and from the competition.
- Prepare the volunteer roster for the competition.
- Provide the list of volunteers to rink management on the day of competition.
- Ensure the judging areas and computer systems are set up properly.
- Check that all sound equipment is working and ensure a back up music player is available.
- Ensure that music for Dance, Interpretive and Aussie Skate is available.
- During the competition, ensure the results sheets are checked and signed by the Referee and Technical Controller. Organise a set of results for the announcer, and put signed result sheets on the rink noticeboard.
- After the competition, arrange for publication of a result summary on the ACTISA website, and collate result sheets in a Protocol for archiving.
- Update the engraving on perpetual trophies if applicable.

B.2.8 ISA Test Convener

- Chair relevant subcommittee meetings.
- Train new volunteers.
- Book required ice time for tests.
- Provide a list of proposed test dates for coaches, rink noticeboard and the ACTISA website.
- Keep abreast of ISA and ISU communications regarding technical changes affecting tests and test sheets.
- Cancel ice time if necessary as per ACTISA Proficiency Tests policy. Inform the ACTISA council, skaters and coaches of the cancellation as soon as possible and arrange for an update to the website.
- Collect entry forms and receipt entry fees.
- Check eligibility of applicants.
- Bank the test fees and inform Treasurer of each deposit.
- Notify Judging Convener of tests and candidates to allow organisation of the judging panels.
- In consultation with the Judging Convener prepare the skating order.
- Publish the skating order no earlier than the day before the tests.
- Ensure sufficient proficiency badges and certificates are in stock. Place orders through the Honorary Treasurer or Secretary.
- If required, arrange for an announcer/music player, marshal and administrative assistance on the day.
- Check that all sound equipment is working and ensure a back up music player is available.



- Ensure that music for Dance tests is available.
- Prepare the necessary paperwork for the judges, announcers, skaters' marshal, and skaters' registration desk.
- Prepare the certificates for signing and badges for presentation.
- Maintain all test records.
- Prepare the quarterly test report for submission to ISA.

B.2.9 Aussie Skate Test Convener

- Chair relevant subcommittee meetings.
- Train new volunteers.
- Attend Aussie Skate test sessions.
- Provide a list of proposed test dates for coaches, rink noticeboard and the ACTISA website.
- Keep abreast of ISA communications regarding technical changes affecting tests.
- Collect entry forms and record the receipt of test fees.
- Collect membership forms and fees if required.
- Bank the fees and prepare a report for the Treasurer.
- Check eligibility of applicants.
- Ensure sufficient copies of test sheets and forms.
- Ensure sufficient Aussie Skate packs and badges are in stock. Place orders through the Treasurer or Secretary.
- Prepare the necessary paperwork for the judges.
- Keep all records of tests carried out in the Aussie Skate Program.

B.2.10 Membership Secretary

- Securely maintain all membership records.
- Receipt all monies received for membership fees.
- Bank the fees and prepare a report for the Treasurer each month.
- Regularly supply the membership list to the Judging Convener, Competition Convener, Test Convener, Aussie Skate Convener and affiliated Clubs.
- Produce reports as required by the President or any Council member for reasonable purpose.
- Mail out notices regarding the Annual General Meeting and membership renewal to all members.
- When possible attend Aussie Skate test sessions to process new and renewing memberships.

B.2.11 Publicity Officer

- Establish contact with print and electronic media for publicity of skaters, competitions and skating events and general promotion and advertising of the Association.
- Establish a template for press releases and articles.
- Be prepared to act quickly when opportunities arise.
- Only positive aspects of the skaters and the sport are to be promoted.
- If possible, read the proof of anything prior to publication.
- Unless deadlines are short, obtain prior approval for all publicity activities from the Council or at least Executive.
- Obtain permission from parents or guardians for members under 18 years prior to any publicity activity or publication.



- Contact the required skaters and arrange for them to be present.
- Copy all correspondence, articles and promotional material to the President and Secretary.
- All publicity material for the Association must be put on official ACTISA letterhead.
- Check all the media publication or broadcast for accuracy. If there are any major errors, contact the media organisation and arrange for a correction or clarification.
- Keep copies of all print media publication for the archives.
- Liaise with the Webmaster regarding web page content and presentation.

B.2.12 Webmaster

- Update the ACTISA website content as soon as possible when notified of new information by a Council member.
- Ensure that any new content (including links) has been approved by the Council prior to uploading.
- Regularly audit the site for any problems or irrelevant and out-dated content and rectify.
- Keep abreast of any updates to software or new functionality to improve the site.
- Provide advice to the Council on the most appropriate designs and functionality suited to the organisation.

B.2.13 Risk Assessment Officer

- Understand the general approach to risk assessment.
- Have the capacity to apply this to ACTISA events and venues.
- Identify safety and health problems.
- Promote and communicate safety and health improvements and good practices.
- Assess and prioritise the need for action.
- Suggest the options available to eliminate or reduce risks and their relative merit.
- Evaluate effectiveness of risk reduction strategies.
- Maintain records of risk assessments for ACTISA

B.2.14 Member Protection Officer

- Successfully complete an appropriate MPO course.
- Agree to be listed on the ACTISA website as a MPO.
- Be available to assist and answer queries at any time.
- Understand the limitations and potential legal obligations of the position and when and to whom to refer or report an issue.
- Maintain strict confidentiality.
- Securely keep any records as necessary.

B.2.15 Fundraising Officer

- With the approval of the ACTISA council, arrange fundraising activities that do not conflict with the values of ACTISA, ISA or ISU.
- Through ACTISA, apply for permission for any fundraising activity at the rink or public place.



- If applicable, book the required time and location for fundraising activities and organise and roster volunteers to assist.
- Keep records of all purchases made to prepare for fundraising.
- Maintain an accurate record of all goods sold and profit made.
- Bank all proceeds and prepare a report for the Treasurer.
- Unless prior approval is given, acquit any money for ACTISA raised by any means and pay in full into the ACTISA account without the deduction of any expenses.

B.2.16 Team Leader

The ACTISA Team includes skaters, parents, guardians, chaperones, officials and coaches. Prospective Team Leaders are encouraged to have a current First Aid Certificate.

A Prior Preparation

- Try to obtain and provide contact details to all members of the ACTISA team.
- Try to obtain the dates and times of arrival and departure and accommodation details for all skaters.
- Be available to assist and answer queries at any time if not in person then by telephone.
- Arrange to collect and transport the ACTISA Banner and ACT Flag if required.
- Research the location of services such as hospitals, doctor, dentist, hairdressers, shopping centres, grocery stores, public transport etc.
- Be aware of any particular medical or dietary needs or restrictions of skaters.
- Be discrete about any medical information you have been given.
- Check that skaters will have with them medical documentation including Medicare card, health insurance details, letters from medical practitioners, list of medications (prescription and non-prescription), and copies of any forms already submitted under the Anti-Doping Policy.
- Be prepared to assist skaters who have no parent, guardian or chaperone accompanying them.
- Ensure all the team is familiar with:
 - Venue – first aid, dressing rooms, warm up areas, skate sharpening, medical, physiotherapy, food, toilets, parking.
 - Registration location and procedures.
 - Location of draws, noticeboards and meetings.
 - Practice and competition timetables.
 - Transport options and route between the accommodation and the rink.

B At the Event

- Be present at all ACT skaters' events and official practices or try to arrange a substitute.
- Regularly check for changes to the schedule and inform the relevant team members.
- Hang the ACT Banner in a permitted location in the rink and make sure to retrieve it at the end of the event.
- Encourage team members to sit together under the ACTISA Banner in the rink.
- Foster team support by encouraging all the team members to attend each others events where possible.
- If the schedule permits, arrange for the team to eat together and go on excursions.



- Liaise regularly with all team members to ensure you are able to support them as required.
- Respect the requirements and responsibilities, and support the decisions of parents, coaches, officials and medical officers.
- Maintain the confidentiality of any information you are given.
- Try to carry an emergency kit including spare laces, screwdriver, hair ties, safety pins, hair pins, needle and thread, scissors, tissues etc.
- Be responsible for the Association's First Aid Kit and ensure it is fully stocked.
- Understand the skaters' responsibilities under the Anti-Doping Policy and provide support to skaters if drug testing is required.