

# AFA Committee Roles, Tasks and Responsibilities

	Tasks and Responsibilities
<b>President (1)</b>	<ul style="list-style-type: none"> <li>• Attend General Committee and Executive Committee Meetings</li> <li>• Chair all General Committee meetings and all general meetings of the association</li> <li>• Executive Committee management and approvals in accordance with Delegated Authority Policy</li> <li>• Represent and speak on behalf of the Association including before any Court or Government body</li> <li>• Prepare and present President’s Report at AGM</li> <li>• Exercise any other function given to the President under legislation or the Association’s constitution, rules or policies or by the General Committee or the Association’s members in general meeting</li> </ul>
<b>Vice-President (1)</b>	<ul style="list-style-type: none"> <li>• Attend General Committee and Executive Committee Meetings</li> <li>• Executive Committee management and approvals</li> <li>• Exercise the functions of the President if the President is unavailable for any reason</li> <li>• Exercise any other function given to the Vice President under legislation or the Association’s constitution, rules or policies or by the General Committee or the Association’s members in general meeting</li> </ul>
<b>Secretary (1)</b>	<ul style="list-style-type: none"> <li>• Attend General Committee and Executive Committee Meeting</li> <li>• Prepare and circulate agenda for General Committee meetings</li> <li>• Take minutes of General Committee meetings and compile Actions Arising list</li> <li>• Circulate draft minutes to General Committee for approval prior to publication</li> <li>• Take minutes of Executive Committee meetings and table those minutes at next General Committee meeting</li> <li>• Handle all correspondence on behalf of the Association as directed by the General Committee</li> <li>• Manage the Association’s insurances</li> <li>• Manage statutory obligations including lodging notice of change in the committee and other reports and returns</li> <li>• Co-ordinate the AGM</li> <li>• Executive Committee management and approvals</li> <li>• Maintain the Register of members</li> <li>• Exercise any other function given to the Secretary under legislation or the Association’s constitution, rules or policies or by the General Committee or the Association’s members in general meeting</li> </ul>

## Tasks and Responsibilities

<b>Treasurer (1)</b>	<ul style="list-style-type: none"> <li>• Attend General Committee and Executive Committee Meeting</li> <li>• Maintain the Association’s accounts including detailed and accurate recording of income and expenditure in accordance with accepted best practices and statutory requirements</li> <li>• Make payments to suppliers in accordance with delegated authority or as directed by the General Committee</li> <li>• Prepare an annual statement of the Association’s accounts for each financial year of the Association</li> <li>• Arrange for the annual statement of accounts to be reviewed or audited by a person approved by the General Committee</li> <li>• Present the annual statement of accounts and the review or audit at the AGM</li> <li>• Receipt income and advise Web Team where relevant</li> <li>• Present a Treasurer’s Report on the Association’s financial position to each General Committee meeting</li> <li>• Review expenditure and identify opportunities for efficiencies or savings</li> <li>• Executive Committee management and approvals</li> <li>• Exercise any other function given to the Treasurer under legislation or the Association’s constitution, rules or policies or by the General Committee or the Association’s members in general meeting</li> </ul>
<b>General Committee Member (7)</b>	<ul style="list-style-type: none"> <li>• Attend General Committee meetings</li> <li>• Contribute to discussion as appropriate at General Committee meetings</li> <li>• Participate in at least one subcommittee of the General Committee</li> </ul>
<b>Social Media Co-ordinator (1)</b>  Social Media Officers (1-2)  Membership and External Communications	<ul style="list-style-type: none"> <li>• Develop/maintain style guide and templates</li> <li>• Develop content and manage delivery for the Association’s Facebook page and Instagram accounts</li> <li>• Develop (seek/create) content for the New Articles section of the web page               <ul style="list-style-type: none"> <li>○ Premiership</li> <li>○ Milestones</li> <li>○ Race Meeting Results</li> <li>○ Event articles (particularly public events)</li> </ul> </li> <li>• Co-ordinate with admin team for administrative posts</li> <li>• Publish and communicate General Committee meeting minutes once approved by the General Committee</li> <li>• Keep web page fresh including by removing out of date content</li> </ul>
<b>IT Co-ordinator (1-2)</b>  Backend functions	<ul style="list-style-type: none"> <li>• Manage the Association’s IT functions and assets (eg hosting, email, domains, licensing, equipment)</li> <li>• Liaise with IT providers for web changes</li> <li>• Manage the Association’s IT roadmap in conjunction with the Development Sub-Committee</li> <li>• Manage the Association’s IT Security policies, processes and tools</li> <li>• Publish notifications and other material approved by the General Committee as required and miscellaneous web pages updates</li> <li>• Maintain close liaison with web team</li> </ul>
<b>Awards &amp; Titles (1)</b>	<ul style="list-style-type: none"> <li>• Prepare and ship title certificates, plaques and pins upon request from members</li> <li>• Calculate winners of annual awards</li> </ul>

## Tasks and Responsibilities

<b>Regional Representatives</b> (6)	<ul style="list-style-type: none"> <li>• Approve racing schedule for each race meeting in their region or in other regions where relevant regional representative is unavailable to do so for any reason</li> <li>• Act as point of contact for enquiries (new members, demos etc)</li> <li>• Act as liaison between clubs in their region and the General Committee</li> <li>• Co-ordinate and manage the Association's equipment (including EJS, First Aid kit, measuring device(s), defibrillator) held in their region</li> </ul>
<b>AFA Gear Co-ordinator</b>	<ul style="list-style-type: none"> <li>• Remove this role. All functions absorbed into the Regional Representative role</li> </ul>
<b>Supervisory Judge</b> (1)	<ul style="list-style-type: none"> <li>• Set and mark Ring Officials' exams</li> <li>• Observe judges for advancement</li> <li>• Implement processes for maintenance of officials' competency and currency</li> <li>• Provide feedback and coaching to officials as required</li> <li>• Identify opportunities for development of officials and mechanisms to ensure consistency of conduct across the Association</li> <li>• Update exams as necessary to reflect rule changes or clarifications</li> <li>• Attend Rules Sub-Committee meetings</li> <li>• Document owner:             <ul style="list-style-type: none"> <li>○ Ring Officials Pathway</li> <li>○ Level 2 and Level 1 Judges Capabilities</li> <li>○ Judge's Manual</li> <li>○ Judge's Exam</li> <li>○ Steward's Exam</li> <li>○ Timekeeper's Exam</li> <li>○ AFA Representative's Exam</li> </ul> </li> <li>• Report to the General Committee repeated instances of interference by a dog when considered appropriate</li> </ul>

**Current Tasks and Responsibilities**

**Proposed Tasks and Responsibilities**

<b>Sub Committees</b>		
<p><b>Web Team</b> (2-3)</p> <p>Member and Competition Management</p>	<ul style="list-style-type: none"> <li>• Process membership enquiries, updates and renewals</li> <li>• Club maintenance, updates and renewals</li> <li>• Validate and process Race Meeting results and Title Points</li> <li>• Maintain Race Meetings listings on the web site</li> <li>• Sanctioned events</li> <li>• Document (eg running order, catalogue) uploads</li> <li>• Prepare Race Meetings summary for AFA Committee meetings</li> <li>• Publish Committee Meeting Minutes</li> <li>• Publish Rule Notifications and other rules/policy/documents as required and misc web pages updates</li> <li>• Liaise with IT providers for web changes</li> <li>• Administrative Facebook posts</li> <li>• Seed Times spreadsheet</li> </ul>	<ul style="list-style-type: none"> <li>• Process membership enquiries and renewals</li> <li>• Validate and process race meeting results and title points</li> <li>• Maintain list of all sanctioned flyball events on the web site</li> <li>• Prepare summary of applications for sanctioning of race meetings and other flyball events for General Committee meetings</li> <li>• Upload documents supplied by race meeting organisers for race meetings (eg running order, catalogue)</li> <li>• Maintain seed times spreadsheet and update after each race meeting as required</li> <li>• Maintain list of affiliated clubs on the web site</li> </ul>

**Current Tasks and Responsibilities**

**Proposed Tasks and Responsibilities**

**Sub Committees**

**Dog Incident  
(3-5)**

The role and responsibilities of this standing Sub Committee of the AFA are set down in the AFA’s Protocol No. 1 Guidance Notes. In overview, the Sub Committee of between three and five members drawn from the General Committee will receive and investigate in a timely manner all aggression Black Cards (including equivalents issued by an AFA Representative for incidents outside the ring) at AFA sanctioned events and will make recommendations to the Committee as to any action necessary taking into account the developed Black Card Penalty Protocol. In dealing with issued cards, the Sub Committee will:

- ensure that the owner/handler of a reported dog has or is given the opportunity to make a Statement regarding the incident;
- take into account the Judges (or AFA Representatives) Statement together with any available Witness Statements;
- After consideration of all evidence, resolve on a recommendation to the General Committee for approval;
- advise the dog owner and their Club Coordinator of the General Committee’s decision and provide any associated information on what is required (such as submission of training logs);
- maintain a record of all suspended dogs and receive and record any training logs submitted by owners;
- arrange the assessment of any dog applying for reinstatement in line with the normal requirements for assessment (assessment to be in a racing environment running against another team, but not as part of a Sanctioned event given the dog is still suspended, and with the dog satisfactorily running in all 4 positions without display of aggression).

This Sub Committee operates in accordance with the processes and guidelines prescribed in Appendix 14 (Dealing With Dog Behaviour) of the Rules.

- Investigate of all aggression-related black card incidents at flyball events
- Investigate repeated offences of interference as referred by the Supervisory Judge
- Make recommendations to the General Committee on action to be taken following investigation
- Maintain training record logs for dogs required to undergo retraining
- Assess applications for reinstatement of suspended dogs and make recommendation to the general committee

**Current Tasks and Responsibilities**

**Proposed Tasks and Responsibilities**

Sub Committees		
<b>Member Behaviour</b>	<p>The Role and responsibilities of this Sub Committee of the AFA General Committee is set down in the AFA’s Protocol No.2 Guidance Notes. In overview this Sub Committee is formed on a “as needs be” basis to deal with reported incidents involving member behaviour or conflict incident at AFA Sanctioned events or in a public forum such as social media. The Sub Committee will be made up of at least three General Committee Members not involved in the reported incident. Its role is to investigate and report to the Committee on whether or not the incident has been proven, and recommend to the Committee any action necessary as a result of the member’s behaviour.</p>	<p>This Sub Committee operates in accordance with the processes and guidelines prescribed in Appendix 15 (Dealing With Member Discipline) of the rules. The Sub-Committee is convened on an ad-hoc basis and membership is determined by the General Committee on each occasion</p> <ul style="list-style-type: none"> <li>• Investigate allegations of misconduct by members and make recommendations to the General Committee</li> <li>• Investigate allegations of breaches of the constitution and make recommendations to the General Committee</li> </ul>
<b>Rules (3-5)</b>	<p>The role of this standing Sub Committee of between three and five members drawn from the General Committee is to oversee and maintain the AFA Rules and Policies together with the AFA Guidelines and Protocols document. The Supervisory Judge of the AFA, whether or not a member of the AFA General Committee, is automatically a member of the Rules Subcommittee. The Rules Sub Committee will monitor and consider any proposals or amendments to the above documents seen as desirable based on experience and will make specific wording recommendations to the General Committee. Recommended changes to the Rules approved by the General Committee will be adopted on a “On Trial” basis and will be submitted to a subsequent AGM for member approval, in accordance with Chapter 12 of the Rules and Policies. Changes that are considered to be clarifications of the Rules do not need member approval and will be notified to the membership via a Rule Notification to Members. The Rules Sub Committee will also ensure appropriate wording is adopted in the Rules to reflect any member resolutions approved at an AGM.</p>	<ul style="list-style-type: none"> <li>• Maintain the rules, policies and guidelines</li> <li>• Consider any proposed amendments or additions to the <i>Rules, Policies or Guidelines</i> referred to it by the General Committee and present recommendations to the General Committee</li> <li>• Submit to the General Committee for consideration amendments to the rules and policies and propose new policies or guidelines which the Sub-Committee considers appropriate</li> <li>• Prepare for publication to the Association’s members rule notifications of decisions of the General Committee being clarifications of rules, on trial additions or amendments to the rules, amendments to policies and new policies or guidelines</li> <li>• Incorporate amendments to the rules resolved by ballot or by the Association’s members at a General Meeting</li> <li>• Assist members wishing to propose amendments to the rules at a General Meeting to ensure any proposed resolution is complete and does not conflict with other Rules or Policies</li> <li>• Recommend interpretations of the rules and policies if requested by the General Committee</li> <li>• Assist the Supervisory Judge to ensure documents for officials are up-to date and reflect the current Rules and Policies.</li> </ul>

		Current Tasks and Responsibilities	Proposed Tasks and Responsibilities
Sub Committees			
<b>Development Sub-Committee (3-5)</b>	This standing Sub Committee of between three and five members drawn from the General Committee is responsible for considering, and recommending approaches designed to improve the development, growth or promotions of the sport of flyball in Australia. The Sub Committee will also consider and recommend ways to increase the promotion, exposure and public recognition of the AFA via its Web site, its Facebook Page and other social media.		<ul style="list-style-type: none"> <li>• Identify, evaluate and present to the General Committee opportunities for development and growth</li> <li>• Co-ordinate and foster trial initiatives</li> <li>• Identify opportunities to grow membership and recognition of flyball in Australia</li> <li>• Identify, evaluate and manage any enhancements to existing tools and processes</li> </ul>

### Outstanding

The role and responsibilities of the executive committee is not defined. Under the current constitution its only power is to give instructions to the public officer in matters of urgency.