



POLOCROSSE VICTORIA

Polocrosse Victoria (“PV”) State Executive Officer Role Description

ROLE TITLE: State Executive Officer

ROLE TYPE: Administrative

ROLE PURPOSE: To manage, report and be accountable for all administrative aspects of PV.

DUTIES/RESPONSIBILITIES

- **Correspondence Management** – Receive, track and distribute correspondence to and from the PV Committee. Prepare and distribute routine documentation, including drafting of official responses on behalf of the Management Committee, liaise with other Polocrosse organisations on routine matters in a timely manner.
- **Communications** – Provide timely information updates to the broader PV community using electronic communications (events, important information, team announcements, etc) and act as first point of contact for enquiries.
- **Corporate Governance** – Ensure PV remains compliant with the rules and regulations application to the PV’s not-for-profit and incorporated status. This includes providing limited advice to subordinate affiliated organisations. Maintenance of robust processes to ensure discussions, correspondence and data are appropriately recorded. Sound knowledge and implementation of meeting processes and procedures. Minute taking and supporting efficient meetings. Ensure compliance with PV decisioning levels.
- **Support major events and activities** – Provide administrative support to conduct State-based events. Attendance at major events may be required from time to time.
- **Representation and relationships** – Represent PV (as required) at various meeting and forums which, from time to time, may include, but not limited to, sports meetings, promotional activities, and fundraising activities. Maintain relationships with a wide range of stakeholders including members and officials at all levels of the sport.

- **Organisational Development** – Contribute to the organisations growth and development through active participation in development activities. In conjunction with the Grants Officers, assist in identifying opportunities and the preparation and submission of grant applications.
- **Insurance Claims**– Ensure all insurance claims are forwarded to the Insurance Company within the required time.

OPTIONAL DUTIES/RESPONSIBILITIES

- **Database Management** – Maintain the content of the organisation’s clubs, members, and competition database. This includes providing assistance to Victorian Clubs. Currently completed by another PV committee member.

SKILLS

- Excellent communication and organisational skills.
- Excellent time management skills, ability to work remotely, ability to prioritise.
- Ability to work under pressure.
- Willing and able to be flexible in regards to work hours and seasonal tempo.

REQUIREMENTS

- **Organisation:** The SEO needs to be highly organised and self-motivated, with a high level of discretion and diplomacy when handling confidential information.
- **Workload:** The workload of the SEO fluctuates throughout the year with the different times of the season, and different events that occur throughout theyear. The SEO therefore needs to be agreeable to a fair and equitable flexible work arrangement.
- **Communication:** The SEO must have excellent written and verbal communication skills as well as being able to use basic information technology. The position works in geographic isolation from the Committee members consequently the SEO must be a self-starter and able to communicate effectively with people from a wide range of backgrounds.
- **Equipment:** Computer, phone (provided by PV)