



Position Description Representative Convenor

<p>Purpose</p>	<p>The role of the Representative Convenor is to oversee and manage the NDNA representative program and provide support to all stakeholders.</p> <p>The representative convenor reports directly to management committee</p>
<p>Responsibilities</p>	<p>Primary responsibilities for the role of the Rep Convenor include:</p> <ul style="list-style-type: none"> • To abide by the Constitution, standard policies and procedures (SOPPs) and codes of behaviour of the Association • Organise Team Squads & Selections • Liase with the Umpires Convenor to confirm umpires required for all carnivals and State Age • Ensure that all representative teams and officials are kept up to date with all details regarding representative events. • Ensure that all player agreements and medical forms are distributed and returned fully completed prior to the player taking part in any representative event. • Liase with all coaches and managers • Book all carnivals • Book ice & tents for State Age Carnivals • Organise volunteers for food preparation at State Age Carnival • Attend representative team meetings and trainings. • Organise any specialist clinics. • Prepare the budget and set fees (in consultation with the Treasurer • Manage all equipment while travelling to and from carnivals, ensuring all equipment is returned at the end of the representative season. • Arrange for the distribution of all uniforms at the beginning of the representative season and ensure that all uniform ID numbers are recorded. • Arrange (in consultation with the committee) the ordering of any representative stock or equipment that may be required. • In consultation with the Treasurer, follow up all outstanding fees. • Ensure that all first aid kits are stocked. • In consultation with the President and Treasurer, arrange for all transport and accommodation for all representative events. All costs must be submitted to the Management Committee for approval prior to final bookings. • Conduct a stocktake at the end of the Representative season of all uniforms and equipment. • Arrange for end of season rep function. • Order player's trophies ie MVP, Most Improved • Purchase gifts for coaches and managers. • Attend all rep carnivals & State events.

Requirements	Current working with Children clearance (Blue Card) To act in the best interests of the Association at all times. Requirement to maintain confidentiality
Knowledge and Skills	<ul style="list-style-type: none">• Strong communication and interpersonal skills• The ability to problem solve.• Well-developed decision-making skills.• Experience with planning and operations.• Receptive to change.