



CURRENT VACANCIES FOR THE EXECUTIVE COMMITTEE

Tenpin Bowling Association of Western Australia have the following vacancies on the Executive Committee. In line with the TBAWA Constitution section 27.1.2 and 27.1.3 TBAWA are seeking expressions of interest for the following positions

- **Executive Assistant – 1-year term**
- **Coaching and Training Coordinator – 2-year term**
- **Governance and Compliance Officer – 1-year term**

Eligibility

- Must be a financial member with Tenpin Bowling Australia and
- Have reached the age of 18 years of age at the time of lodging the application and
- Meet the selection criteria outlined in the specific category of the Duty Statement

How to Apply

Submit a current CV to the executive board with no more than 1 page outlining how you meet the specific criteria in the duty statement and any desirable skills outlined in the duty statement if applicable. Submit all correspondence to the Secretary of TBAWA at secertary@tenpinwa.org

Applications will open on the **24th February 2020** and **close COB on the 9th March 2020**. Late Applications will not be accepted. Applicants will be notified after the next executive meeting scheduled approximately 14 days after this notice closes.

Attached with this notice is the Duty Statements for each abovementioned position. For any selection criteria questions or to have a confidential discussion please contact the President Tahnee Ridley on President.tbawa@outlook.com to arrange a time for a discussion.

Governance and Compliance Officer



Nathan and Tahnee Ridley

President, TBAWA

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Duty Statement

This duty statement is endorsed by the TBAWA board and approved by the TBAWA President. It is a personnel management tool which describes the overall intent or purpose of a position, the tasks being performed by that position, the purpose of why those tasks are performed, and the manner they are performed. Duties outlined here are a guideline and may alter time to time to make reasonable adjustments for board business or for the interest of the sport.

This duty statement will be revised every two years from first being published by the Governance and Compliance Officer or other person appointed by the board. Any alterations or feedback should be directed to the board at info@tenpinwa.org



Job Description



POSITION/TITLE	Governance and Compliance Officer (GCO)
REPORTS TO	Executive Board
LOCATION	No fixed location; Home office

COMPLIANCE

- Associations Act 2015 (WA)
- Department of Sport and Cultural Industries
- Department of Consumer Protection
- Department of Child Protection
- Tenpin Bowling Australia Limited Constitution, Policies and Procedures
- Tenpin Bowling Association of Western Australia 2019 Constitution, Policies and Processes
- Play by the Rules <https://www.playbytherules.net.au/>
- ASADA <https://www.asada.gov.au/>

BRIEF

The Governance & Compliance Officer is responsible for the reviewing, implementing and creating TBAWA's policies and procedures. The GCO shall have a sound knowledge of the TBAWA Constitution, play by the rules and TBAL policies and provide advice and guidance to the executive board time –to time.

DUTIES

- Maintain a record of all current TBAWA policies and review policies as they are required and update M-files accordingly
- Assist the Secretary to review all AGM official notices and other relevant documentation prior to a state AGM being held
- Be a key stakeholder in grievances and member disputes in line with current policies and the state associations constitution
- Have a sound understanding of the TBAWA Constitution and ensure the board keeps to compliance
- Assist the board in general data entry and policy creation
- Assist the Secretary as required for compliance

SPECIFIC SKILLS

- Knowledge and skills in basic computer operations
- Intermediate skills in MS WORD and EXCEL
- Excellent Time Management skills, and able to work autonomously to meet deadlines.
- Excellent verbal and written communication
- Previous experience in managing sporting groups or holding a position on a board or committee for Tenpin Bowling or any other sport.

SELECTION CRITERIA

- Experience in policy or document creation and review in a professional capacity or volunteer capacity
- Experience in report writing or collating information for a report in a professional capacity or volunteer capacity
- Experience in using an electronic file management database or office record system. For example, one drive, or content management or M-files or sharepoint in a professional capacity or volunteer capacity

DESIRABLE SKILLS NOT ESSENTIAL

- Understanding of the sport of Tenpin Bowling
- Tertiary qualification in business and/or other relevant qualification beneficial to the sport or minimum of 2 years in a management roll outside the sport of Tenpin Bowling.
- AICD Foundation Skills Knowledge or working towards this certification



Approval

Name:	Tahnee Ridley		
Position title:	TBAWA President		
Signature:		Date:	

Document Version History

Version no	Primary author(s)	Description of version	Date completed
0.1	Tahnee Ridley	Duties created	10/2/2020
0.2	Tahnee Ridley	Submitted to board for feedback	13/2/2020
1.0	Tahnee Ridley	Endorsed by the board	18/2/2020