

ATHLETICS SOUTH  
POSITION DESCRIPTION

**EXECUTIVE DIRECTOR**

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- Member of the Board of Management
- As the Secretary of the Board:
  - records minutes and presents inward and outward correspondence.
  - Prepares correspondence as necessary.
  - Notifies Annual and any special meetings.
  - Liaises with Club secretaries and team managers.
- Liaise with Athletics Tasmania, outside bodies and other persons as necessary on behalf of Athletics South.
- Undertake the role of Public Officer.
- Represent the Board at special meetings and functions as necessary.
- Participates on other special committees e.g. organising committees, on a voluntary basis.
- Appoints individuals or sub committees to assist carry-out his/her duties, including a minute secretary, if so desired.