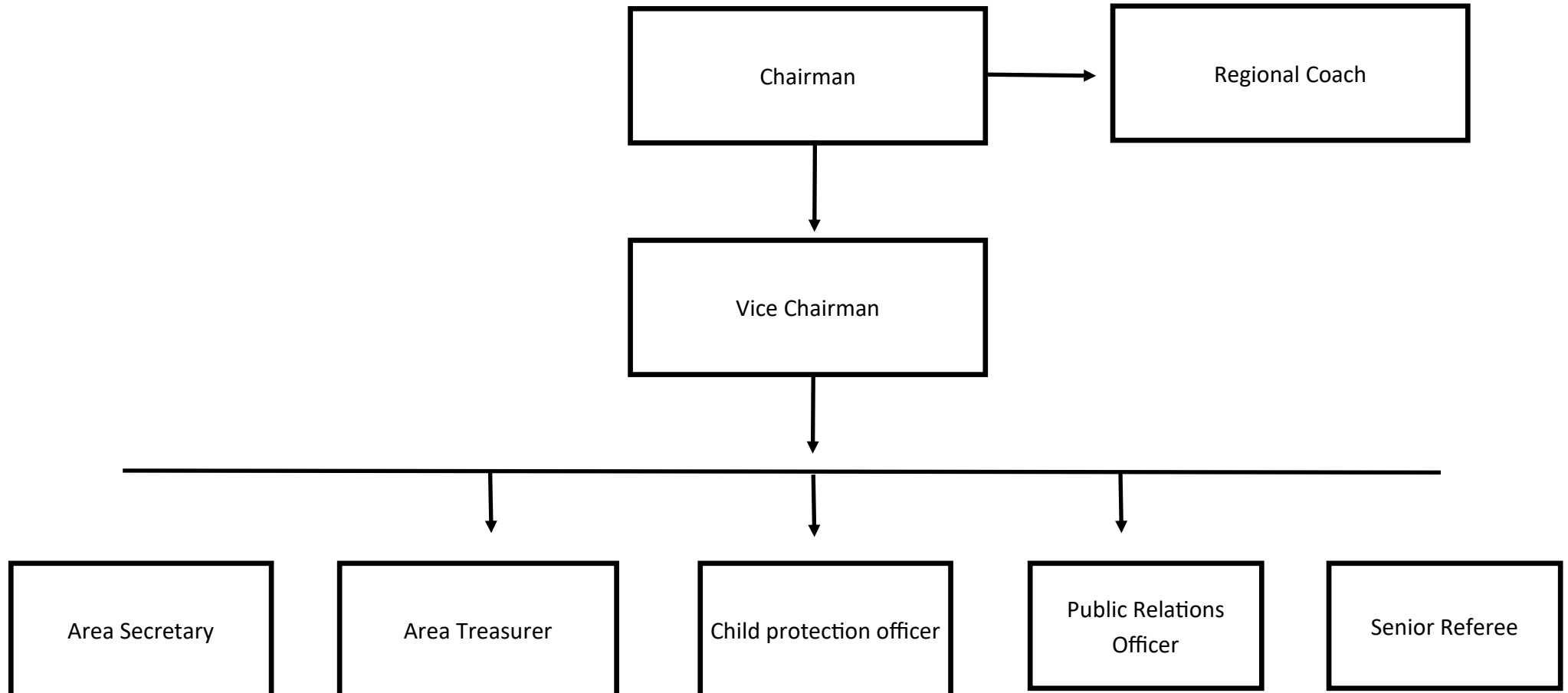


AEJF—Midland Region
Executive Committee Structure



AEJF—Midland Region
Executive Committee Job Descriptions



- Chairman**
- General day to day running of the area, reporting to the Federation President
 - Attending AEJF meetings
 - Leading the committee and the organisation to enable it to fulfil its purpose.
 - Liaise with the area secretary regarding agenda items
 - To ensure an effective relationship between:
 - ⇒ the committee and the members
 - ⇒ Acting as a spokesperson and figurehead for the area
 - ⇒ Plan and prepare the committee meetings and the AGM with others as appropriate.
 - Chair committee meetings ensuring:
 - ⇒ A balance is struck between time-keeping and space for discussions.
 - ⇒ Business is dealt with and decisions made.
 - ⇒ Decisions, actions and deliberations are adequately minuted.
 - ⇒ The implementation of decisions is clearly assigned and monitored.
 - ⇒ Ensure that a successor is found before the term of office finishes.
- Regional Coach**
- To ensure the quality of Judo is delivered to the required standard as set out by the Federation
 - To aid the chair in leading the organisation to enable it to fulfil its purpose
 - To liaise with the chair regarding issues
 - To liaise with the committee on the required standard of Judo
 - To help plan and deliver courses
 - To help create syllabus requirements for theory grades in line with Federation policy
- Vice Chairman**
- Presiding meetings in the absence of the chairman
 - Liaising with the chair regarding issues with the organisation

AEJF—Midland Region
Executive Committee Job Descriptions



Area Secretary

To ensure that committee meetings are properly administered.
Keep membership records up-to-date
Planning meeting dates, sending out notifications, minutes and other papers.

Drawing up agendas together with the Chair.

Minute committee meetings or ensure that another minute taker is available.

Accurately record decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.

Deal with correspondence, writing letters/emails as agreed at committee meetings, summarising correspondence/emails received at the next committee meetings and drafting replies as appropriate.

Area Treasurer

Oversee the financial affairs of the organisation
Ensure proper records are kept and that effective financial procedures are in place.
Monitor and report on the financial health of the organisation.
Liaise with committee members to ensure the financial viability of the organisation.
Make fellow committee members aware of their financial obligations and take a lead in interpreting financial data to them.
Regularly report the financial position at committee meetings (balance sheet, cash flow, fundraising performance etc).
Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
Ensure proper records are kept and that effective financial procedures and controls are in place, ie: Cheque signatories

**Child Protection
Officer**

To ensure all coaches are aware and follow the organisations child protection policy.

To update the child protection policy as required

To deliver training on the child protection policy as required

To help manage and organise area events

AEJF—Midland Region
Executive Committee Job Descriptions



**Public Relations
Officer**

To setup and maintain the AEJF– Midland region Facebook page

To keep all AEJF– Midland region members upto date with upcoming events through social media

To advertise the AEJF– Midland region through social media

To help manage and organise area events

Senior Referee

To liaise with Head office regarding the refereeing policy

To organise and train referees on the federations policy

To oversee the quality of refereeing at all AEJF– Midland region events