



Playing Portfolio Manager

Position Description

Overview

The Playing Portfolio Manager is primarily responsible for ensuring that portfolio activities are performed in accordance with the Club's Strategic and Annual Plans.

Core Responsibilities

- Liaise with Treasurer to develop an annual budget for Playing Portfolio activities.
- Oversee all Playing Portfolio activities, being:
 - Recruit and train volunteers to fulfil portfolio roles.
 - Liaise with the Recruiting Manager to oversee the club's recruiting activities.
 - Liaise with the Coach to organise preseason training program and venues.
 - Liaise with the Chairman of Selectors to ensure selection policy matches club strategy.
 - Liaise with the Apparel and Equipment Manager to provide clothing and equipment.
 - Ensure coaches are appropriately accredited.

Additional Responsibilities

- Attend all committee meetings.
- Report on Playing Portfolio activities to Executive Committee.
- Liaise with Media Manager to produce a monthly report on activities.
- Prepare a Playing Portfolio report for the Club Annual Report.
- Train, mentor and support an incoming Playing Portfolio Manager.

Knowledge and Skills Required

- Knowledge of the club's Strategic and Annual Plans.
- Informed of club activities across all portfolios.

Personal Qualities

- Effective communicator.
- Ability to organise and delegate tasks.

Qualifications

- Required - Hold a position on the Club Executive Committee.

Expected Time Requirement

Approximately 150 hours per annum.