



Australian Croquet Academy - General Manager Position Description

1. Appointment.

The Australian Croquet Academy (hereinafter referred to as the Academy) General Manager (GM) is contracted by the Australian Croquet Association (ACA) Board for a period and under the conditions as defined in the signed Contract of Employment and is authorised by the Board to carry out the undermentioned responsibilities and functions on behalf of the Board and in accord with the Australian Croquet Academy Terms of Reference.

2. Responsibilities.

The General Manager is responsible for coordinating the development, implementation, delivery, review and evaluation of the functions and programs of the Academy. In so doing, the GM shall:

- 2.1. Report to the ACA Board Chair.
- 2.2. Interact as necessary with ACA Board, State Associations, appointed officers, committees and working groups to develop the necessary programs, resources and learning management systems. The GM shall be a non-voting *ex-officio* member of appointed committees and working groups when development or review of Academy operations relevant to that committee or working group make this necessary – such membership will be endorsed by the Board on a case by case basis
- 2.3. Establish and maintain relationships with a wide range of service providers.
- 2.4. Research, develop, implement and manage strategies and programs as outlined in the Australian Croquet Academy Terms of Reference.
 - Systems and Infrastructure
 - Skills Development
 - Club Support
 - Participation
 - Promotion and Marketing
- 2.5. All programs will require a costed development and implementation plan to be submitted to the Board and Treasurer for approval.
- 2.6. Develop an annual business plan for the approval of the ACA Board.
- 2.7. Build and maintain relationships to improve grant and sponsor applications and actively pursue opportunities to gain funding to support Academy objectives.
- 2.8. Contribute to the development of the ACA Strategic Plan and develop and implement programs that support the plan.
- 2.9. Request or attend any relevant meetings in relation to the Academy.
- 2.10. Partner with ACA Executive Officer to ensure cohesion of activities with a common goal.
- 2.11. Identify and manage change effectively through effective communication and a process of continuous improvement.

3. Management

- 3.1. The GM is responsible to the Board and accountable for all decisions made and actions taken in the performance of their duties.
- 3.2. The GM shall provide reports to the Board as necessary or as requested, and in any case, provide a report for inclusion in the Australian Croquet Association Annual Report.

- 3.3. The GM shall provide an Academy budget to the Treasurer for inclusion in the overall ACA Budget,

Authorisation

Approved by the Board 19th March 2022

A handwritten signature in black ink, appearing to read 'Jim Clement', is written over a faint, light-colored rectangular stamp or watermark.

Jim Clement
Secretary to the Board