



Volleyball Tasmania Inc.  
A.B.N. 68 468 203 702  
GPO Box 1996  
Hobart TAS 7001

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## Position Available – General Manager / CEO

### *Job Purpose*

General Manager/CEO is the person appointed as chief executive officer of Volleyball Tasmania (“the Association”) by the Board under clause 21 of the constitution. They will hold office on the terms and conditions and with the powers, duties and authorities, determined by the Directors.

The exercise of those powers and authorities, and the performance of those duties, by the CEO are subject at all times to the control of the Directors.

### *Responsibilities*

To conduct the day-to-day management and control of the business and affairs of the Association. This includes, but is not limited to, the power and responsibility to:

- (a) develop business plans, budgets, strategies, policies, processes and codes of conduct for consideration by the Directors and to implement them to the extent approved by the Directors
- (b) work with the Finance Manager to manage the financial and other reporting mechanisms of the Association
- (c) approve and incur expenditure subject to specified expenditure limits
- (d) manage the performance and activity of any employees or internal management committees of the Association, with support of Directors
- (e) to attend meetings of the Association, and all meetings of the Directors and any Committees as invited/required
- (f) ensure sound maintenance of various lists/registers (e.g. members of the Association, declared interests)
- (g) ensure that minutes are taken and kept for each meeting according to the constitution

### *Contact*

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**Applications close Friday 2 October 2020**



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