

Title:	Position Description	Subject:	Badges Recorder
No:	4000-PD-12	Version:	01
Approved Date:	15/08/2025	Replaces:	New
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Position Description – Badges Recorder

1. Position Title: Badges Recorder Archery Victoria

2. Purpose of the Position: The Badges Recorder for Archery Victoria is primarily responsible for maintaining accurate records of participants achievements (badges), which often includes entering results into a digital system, managing members awards, and ensuring score records are compliant with World Archery and/or Archery Australia rules. This role requires strong attention to detail, and the ability to manage multiple tasks simultaneously.

The Badges Recorder is appointed by the Board in accordance with the Rules of Association (as amended from time to time).

3. Key Responsibilities:

- Accurately record and enter archer's performances into the designated sports management software.
- Maintain detailed and up-to-date records of badges presented, and numbers held in stock, ensuring its accuracy.
- Maintain adequate supplies of badges on hand to ensure timely distribution.
- Ensure that record-keeping practices adhere to the Archery Victoria's policies, and any relevant World Archery and/or Archery Australia rules and regulations.
- Maintain financial records of transactions for badges supplied.
- Support Archery Victoria's vision, mission, and values.

4. Desirable Attributes:

- A high level of accuracy is required to ensure data integrity and avoid errors in records.
- Ability to manage and maintain multiple records, documents, and tasks efficiently.
- Both written and oral communication skills are necessary to interact with various stakeholders.
- Ability to work effectively with affiliated club's members and officials to ensure smooth operations.
- Possess a sound knowledge in World Archery and Archery Australia rules regarding claims.
- Possess a general understanding of financial management principles.
- Working knowledge of the Archery Victoria's constitution, rules, policies, procedures and codes of conduct.
- The ability to maintain confidentiality on relevant matters and when handling sensitive information.
- A high level of personal integrity and a commitment to ethical behaviour.
- Proficient in using computer systems and databases, for managing information and records.
- Ability to manage multiple tasks, prioritise workloads, and meet deadlines in a dynamic environment.

5. Selection Criteria:

- Experience: Demonstrated experience in a support role in a not-for-profit, volunteer-based organisation or similar life experiences.
- Management Skills: Ability to work collaboratively in a diverse team. Well-developed decision-making skills.
- Communication Skills: Strong interpersonal and communication abilities to effectively liaise between Club administrators, judges, event organisers and external parties.
- Commitment: Willingness to dedicate time to general tasks essential to Archery Victoria's effective and efficient running of events.
- Teamwork: Ability to work collaboratively within a team environment to achieve common goals.
- Development: Willingness to undertake relevant training on policy and compliance issues.

6. Other Relevant Factors:

- Background checks: Current Working with Children Check is mandatory.
- Complete and sign the Member Protection Declaration and return it to secretary@archeryvic.org.au.

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7. Appointment Details:

- The Recorder reports directly to the Archery Victoria Board.
- Term: The Recorder will serve a term of 24 months, with the possibility of reappointment based on performance and Board needs.

8. Reporting Structure: The Recorder reports directly to the Archery Victoria Board. The Recorder provides a written quarterly report to Archery Victoria Board, and presents an annual report, including a reconciliation of financial and stocktaking aspects at the Annual General Meeting.

9. Performance Review: Performance will be reviewed annually by the Archery Victoria Board to assess effectiveness in meeting objectives and to identify areas for improvement.

10. Confidentiality: The Recorder is expected to maintain confidentiality regarding sensitive information discussed in communications with the Board.

11. Code of Conduct: The Recorder must adhere to Archery Victoria's Policies and Codes of Conduct, demonstrating professionalism and respect in all interactions. If at any stage the Recorder becomes aware of a personal conflict of interest, real or perceived between themselves and the Board, they should immediately notify the Secretary of the conflict. The Recorder must display the vision and values of Archery Victoria at all times.

12. Application Process: Interested candidates should submit an application addressing the selection criteria to secretary@archeryvic.org.au. Shortlisted candidates may be contacted for an interview.

Applications for the committee to include;

- Name;
- Club;
- Archery Experience; and
- What do you hope to achieve in the role.

This position description is subject to review and amendment by the Archery Victoria Board as necessary.