**Constitution of the British Judo Association Southern Area**

**APPENDIX A - Job Descriptions**

**2015**

**1. PRESIDENT**

a) to be ceremonial head of the Southern Area and to present awards, trophies and medals as requested at Area events

b) to be able to hold any other office with the exception of Chairman

c) to be elected for a four (4) year renewable term

d) to chair Annual General Meetings and Extraordinary General Meetings

**2. CHAIRPERSON**

a) to be Chief Executive of the Area Committee: ­

1. to chair all Area Committee Meetings but not Commissions, unless agreed

1.1 to agree the Agenda with the Secretary before the Meeting

1.2 to read and gain acceptance of the Minutes of each previous Meeting and to sign them as a true record

2. to act on any required instance between Area Committee Meetings under 'Chairman's Action' rules and to present any such intermediate action to the next Committee Meeting for ratification

3. to prepare an annual written report for the National Annual General Meeting and for the Area Annual General Meeting

4. to represent or send a deputy to represent the Area on occasions such as negotiations with the British Judo Association or the English Sports Council

b) to act as a cheque signing officer

**3. DEPUTY CHAIRPERSON**

a) to deputise for the Chairman in his/her absence or on request

b) to act as cheque signing officer

**4. SECRETARY**

a) to act as convenor of Committee Meetings, General Meetings and the Disciplinary Commission

1. to keep the Minutes and prepare and circulate them no later than 28 days after the Meeting. Committee Members to have seven (7) days to propose modifications

2. to prepare the Agenda for each Meeting and agree it with the Chairman and circulate it with the modified Minutes at least one (1) week before the date of the next Meeting

3. to receive correspondence on behalf of the Area and present it at Committee Meetings

4. to action any matters arising from Area Committee Meetings unless otherwise ascribed

b) to keep the records of the Southern Area: ­

1. to keep all Minutes agreed and the Constitution available for inspection and consultation

2. if records are kept on computer files or other electronic media, then printed paper copies must also be kept.

3. to keep the job specifications of officers of the Area

4. to keep records of each member Club in the Area including the Secretary, membership renewal etc.

5. to retain correspondence received and copies of replies sent and maintain a log

c) to act in matters of external and internal liaison with the Committee: ­

1. to direct enquiries to the appropriate officer(s) or Commissions

2. to redirect information from the British Judo Association etc. to the appropriate officer(s) or Commissions

**5. TREASURER**

a) to keep records of the funds of the Area and control their use: ­

1. to keep accounts of all financial transactions of the Area and to present a written report at each Committee Meeting

2. to present a written report at each Area Committee meeting, which shall include a transaction record of all accounts since the previous meetings

3. to see that accounts are paid when authorised by the Committee

4. to arrange for an external audit of the Area accounts to be presented at the Annual General Meeting

5. to ensure that the constituent counties audited accounts are available at the said AGM

b) to act as cheque signing officer

c) to keep records of the Areas physical assets and insure as appropriate: -

1. office equipment

2. competitions equipment

3. trophies

d) to attend Finance Commission meetings

**6. BJA COUNCIL REPRESENTATIVE**

a) to be elected annually at the Annual General Meeting (as required by the British Judo Association)

b) to represent the interests of the Area at National Council Meetings

c) to report to the Area Committee on these Meetings

[**NB.** in](http://NB.in) the event of being unable to attend a National Council Meeting, the Council representative must notify the Deputy to do so

**7. DEPUTY BJA COUNCIL REPRESENTATIVE**

a) to be elected annually at the Annual General Meeting (as required by the British Judo Association)

b) to deputise for the Council Representative when requested

**8. SQUAD MANAGERS**

**1. to be appointed b the Area annually either as Manager and Assistant or Associate Managers or just a single Manager (Deputies or Assistants to be agreed with the Area Committee)**

**2. to be responsible for the training and coaching of the Southern Area Squads:**

**2.1 establish squads for Males and Females, and appropriate age groups**

**2.2 to select the Squad members by competition or other methods**

**2.3 to maintain a register of Squad members including their address, telephone number and judo record (grade, weight, competition success etc.)**

**2.4 to organise regular squad sessions and preparation for events (including venue, visiting coaches and issuing invitations for each individual)**

**3. to select teams for inter-Area or similar events**

**4. to attend events (or send a deputy) when Area Teams are to participate and to superintend weighing-in etc.**

**5. to be responsible for the behaviour and discipline of squad members at any event at which they represent the Area**

**6. to give written reports to the Area Committee at meetings**

**7. to give an annual written report of all Squad activities at the Annual General meeting**

8. to **prepare an annual budget** for Area Committee approval at the next meeting after appointment

9. to liaise with other Squad managers as required or requested

**9. REFEREEING COMMISSION CHAIRPERSON**

a) to be appointed annually by the Area Committee at the first meeting after the Annual General Meeting.

b) to be responsible to the Area Committee for the administration of all refereeing matters in the Area.­

1. to keep a register of all qualified Referees including details of their revalidation

2. to circulate all Referees with relevant information passed from the Area Committee and the National Refereeing Commission

3. to report all Refereeing matters in the Committee discussions at bi-monthly meetings

4. to present an annual written report to the Area Annual General Meeting on Refereeing activities

c) to be convenor of an Area Refereeing Commission and to provide a written report on its activities to the Area Committee at each bi-monthly Meeting

d) to agree suitable Senior Referees to be appointed to each Area event and their assistant Referees where appropriate

e) to organise an annual programme of coaching for Referees and to agree a budget with the Area Committee

f) to recommend to the Committee those eligible for the National A and B Promotion Examinations at any designated event

g) to liaise with County committees to implement (e) and (f) aforementioned

h) to ratify the appointment of County Refereeing Representatives, as recommended by the respective Counties, (normally a National B or higher). The function of the County Refereeing Representative will be:

1. to liaise with the Area Refereeing Registrar

2. to act in all Refereeing matters related to one of the four counties and their Committees as the Area Refereeing Registrar does to the Area Committee

3. to submit written reports as requested

i) to regulate and promote the Junior Referees scheme including the recommendations of appointment of Examiners to the Area Committee

**10. PUBLIC RELATIONS & MARKETING COMMISSION CHAIRPERSON**

a) to be appointed annually by the Area Committee at the first meeting after the Annual General Meeting

b) to manage advertising and press interviews for the Area where practicable

c) to edit, print and circulate the Area Newsletter, via email where possible

d) to be convenor of the Area Public Relations and Marketing Commission (members limited to four (4) persons) and to present a written report on its activities to the Area Committee at each bi-monthly Meeting

e) to liaise with the development commission on activities provided by the National or Area Bodies

**11. PROMOTIONS & EXAMINERS COMMISSION CHAIRPERSON**

a) to be appointed annually by the Area Committee at the first meeting after the Annual General Meeting

b) to act as Director of Examiners

c) to be responsible to the Area Committee for Promotion (grading) examinations

d) to attend biennial (or different interval to agree with (c) aforementioned) qualifying courses for Examiners. To arrange such courses: ­

1. testing on whole syllabus or new Examiners after demonstration

2. referees theory examination

3. seminar session on syllabus interpretation

4. review of changes in the syllabus

e) to act for the Area in matters referring to Dan, Kyu and Mon gradings: and take appropriate action where necessary and make a written report to the next Area Committee Meeting where appropriate

f) to appoint a Registrar of Area Examiners: ­

1. to keep a register of Area Examiners

2. to receive completed grading forms inspect, collate and submit figures to Area Treasurer

**12. COMPETITIONS COMMISSION CHAIRPERSON**

a) to be appointed annually by the Area Committee at the first meeting after the Annual General Meeting

b) to act as Registrar of qualified competition officials in the Area

c) to act as a source of information on all regulations concerning officials in the Area and Nationally

d) for every event after discussing the outline with the Area Committee, to have complete authority to:

1. contract for the venue

2. issue the entry forms and conditions of entry, advertising and circulation

3. agree the Senior Referee and other Referees with the Refereeing Commission

4. appoint the Competition Controller and other invited officials

5. decide the method of competition

6. choose the prizes, medals and awards

7. arrange for the person to present (6) above

8. see that any dispute is dealt with according to the Disciplinary Code

e) to be responsible to the Area Committee for a written report on the event and a Statement of Account

f) to organise the coaching of Competition Officials in the Area: ­

1 to provide pre-examination courses

2. to arrange for qualifying examination and revalidation of officials

g) to co-ordinate the selection and involvement of Competition Officials at Area events

**13. FINANCE COMMISSION CHAIRPERSON**

a) to convene Finance Commission meetings

b) to set a scale for expenses to be paid

c) to draw up budgets for the Area

**14. DEVELOPMENT COMMISSION CHAIRPERSON**

a) to convene Development Commission meetings

b) to support the work of the BJA Regional Development Officer

c) to implement the BJA National Development Strategy in the Southern Area

d) provide written reports to the Area Executive Committee

**15. GENERAL PURPOSES COMMISSION CHAIRPERSON**

a) to convene the General Purposes Commission as and when appropriate

b) to select appropriate members of the commission to sit on panels to hear, and adjudicate on, matters of discipline

c) to make recommendations to the Area Executive Committee for honours and awards

d) to deal with any matter not covered by other commissions, as directed by the Executive Committee

e) to provide written reports to the Area Executive Committee