

Job Specification for the Management Cell

Management cell consists of:

Joint Vice Presidents who will broadly be responsible for the areas of:

- i) Statutory Responsibilities
- ii) Communications
- iii) Public Relations
- iv) Commercial Matters

As per constitution: section 9.5 Positions on the Cell shall have a complete job specification to be published and made available at all times to members.

Here it is:

VP Statutory

The VP Statutory shall guide the SDFV Executive in responding to issues and be aware of equity of access and SDFV's long stated positions on issues.

The VP Statutory shall help in preparing of submissions and responses as required.

Where possible the VP Statutory shall prepare drafts of submissions.

Where possible the VP Statutory will be involved in committees that relate to scuba related fisheries regulation matters, or provide briefings to nominated volunteers from member clubs who represent the SDFV at these meetings.

VP Communications

Shall act as the secretary of the SDFV as well as being the public officer for incorporation.

The VP Communications will proof read and format important submission documents.

The VP Communications can also maintain website but does not have to – any volunteer can.

The VP Communications shall maintain the list of member clubs as per constitution requirements, and also ensure that all delegates of clubs are on the sdfv allreps mailing list.

The VP Communications should also ensure that all sdfv mail (electronic and real) is inspected and where relevant brought to the attention of the management cell or the SDFV general meeting.

The constitution allows for the appointment of an administrator to take over some of the above duties.

VP Public Relations

Shall act as public relations officer of the SDFV.

Shall endeavour to advertise the SDFV and its policies and member clubs widely.

The VP Public Relations should provide input to the www.sdfv.org.au website content.

VP Commercial Matters

The VP Commercial Matters prepares the annual financial statement (balance sheet) that is required to be presented at the Annual General Meeting.

The VP Commercial Matters reports financial state of the SDFV at each meeting as per constitution.

The VP Commercial Matters controls the payment of SDFV expenses, controls the cheque book and maintains financial records.

The management cell chooses the chairman of the SDFV as per constitution

Non-management cell important roles:

VRFISH representative – the 2005.... SDFV management cell desires a delegate (or a member clubs nominated suggestion) to represent the SDFV at VRFISH