

## **TASK DISTRIBUTION – PORTFOLIO'S: TWIF EXCO**

**Last Updated: March 2020**

### **1. PRESIDENT:**

- Represent TWIF at:
  - IOC
  - Sport Accord/GAISF including ARISF & IWGA
  - Other International fora/meetings on behalf of TWIF
- Policy Plan – Development, Assigning of task/projects and monitoring of execution/progress/reporting
- TWIF spokesperson/liaison with media
- Negotiate television and broadcasting rights (in conjunction with Treasurer)
- Negotiate sponsorship agreements (in conjunction with Exco)
- Project Manager: Technology Development & Integration
  - To oversee and appoint if required, in conjunction with ExCo, experts or ToW personnel for the following:
    - Presentation of the sport
    - Oversee the introduce new technology with respect to accreditation, competition format, scoring system and scoreboard
    - Approval of new equipment (mats, protective clothing, etc)
    - Development of training material/manuals
  - Carry out/Oversee inspection of competition venues and grounds
- Oversee and appoint TWIF panels/commissions (in conjunction with Exco)
- Deal with Legal matters
- Deal with Disciplinary matters
- Deal with Appeal matters
- Deal with Projects as agreed from time-time

### **2. SENIOR VICE PRESIDENT**

- Chair meetings/represent TWIF as delegated by President
- Convener: Anti-Doping and Medical issues/WADA
- Provide guidance wrt Development, Constitutions, equipment and related material
- Drive the ICT portfolio (software development, competition & registration platform and web-site development/maintenance)
- Deal with Projects as delegated from time-time

### **3. VICE PRESIDENT**

- Convener: Technical & Athletes Commission
  - Judges & Recorders training and evaluation
  - Rules/Interpretation
  - Logistics (control of flags, competition equipment)

- Project Manager: Development & Training
  - New Membership acquisition
  - Fellowship – current members
  - Correspondence with Candidate/New members
  - Youth Development
- Deal with Projects as delegated from time-time

#### **4. SECRETARY GENERAL**

- Constitution and Rules
- General administration/secretarial duties
- Minutes of meetings/follow-up action
- Deal with correspondence (in liaison with President)
- Organization & Rules manuals
- Country reports
- Convener: PR Commission
  - Oversee and appoint, in conjunction with ExCo, experts or ToW personnel for the following:
    - Development of Brochures, DVD's, other information material
    - Web-site content
    - Magazine – Editor, content and distribution (in liaison with editorial staff as appointed by ExCo)
- Championship control (in liaison with competition organizers)
  - Timekeepers/recorders – Appointment
  - Capturing/Publishing of competition results
- Deal with Projects as delegated from time-time

#### **5. TREASURER**

- Financial Administration, investments, budget, accounting and audit
- Sponsorship: Motivations and acquisition (in conjunction with President)
- Championship contracts, payments and fees
- Procurement of clothing / equipment
- Deal with Projects as delegated from time-time.