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
  o New Membership acquisition
  o Fellowship – current members
  o Correspondence with Candidate/New members
  o 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:
  o Development of Brochures, DVD’s, other information material
  o Web-site content
  o Magazine – Editor, content and distribution (in liaison with editorial staff as appointed by ExCo)
• Championship control (in liaison with competition organizers)
  o Timekeepers/recorders – Appointment
  o 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.