

POSITION DESCRIPTION

POSITION TITLE: **WOMEN'S REPRESENTATIVE**

PRIMARY FUNCTION

1. As a member of the Executive Committee, determines the direction of present and future programs through a constant review of program objectives, results, and accomplishments.
2. As an elected member of Judo Alberta, represents the membership in meeting the first primary function.
3. Provides leadership and strategic advice on the participation and development of female judokas in Alberta.

GENERAL RESPONSIBILITIES AND DUTIES

1. Participate in Executive Committee meetings, usually held from 5 to 10 times a year in person or via teleconference.
2. Attend the Annual General Meeting, usually held in November. Present a report on accomplishments of the position for the year. Written and signed copy of report is to be given to the Executive Assistant for inclusion in the Annual Report.
3. Attend Director's Meeting, usually held in August, for the purpose of determining the next year's objectives, programs, and budget.
4. Attend any Committee meeting if requested, as per Judo Alberta by-laws.

INTERNAL CONTACTS AND RELATIONSHIPS

1. As a member of the Executive Committee, participates in Executive meetings and has a vote on Executive motions.
2. As a Director of Judo Alberta, attends Directors' meeting and has a vote on Directors' motions.
3. Analyzes the characteristics and needs of female judokas with respect to their development and retention in the sport of judo and to share that knowledge with the judo community.
4. Increases participation of female judokas in the sport of judo in Alberta
5. Develop programs and activities designed to increase female participation rates that are aligned with Judo Alberta goals and objectives.
6. Works in harmony with coaches, Executive Committee and others to accomplish objectives and goals.
7. Provides advice and support to the President and Executive Committee on matters related to women in judo.
8. Establishes clear performance targets and reports with respect to increasing participation in areas such as: governance, coaching and instructing, officiating, and competing.

EXTERNAL CONTACTS AND RELATIONSHIPS

1. Liaise with the judo Canada Women's Director and representatives from other sports as necessary.

AUTHORITY AND EXPENDITURE LIMITS

1. Makes decisions as a member of the Executive or as a member of the Directors. Does not make unilateral decisions involving the rest of Judo Alberta.
2. Spending on Executive matters limited to authorized travel to and from meetings, expenses when attending meetings, stationary, postage and phone calls.
3. Manages and administers the budget of the Women's Committee.

KNOWLEDGE AND QUALIFICATIONS FOR POSITION

1. Knowledge of the sport of Judo.
2. Must be a current female member of Judo Alberta.
3. Be a minimum of 18 years of age at the time of the election.
4. Must be willing to serve the two year term.
5. Leadership and role-modeling qualities required.
6. Must be willing to travel to meetings and female-oriented events around Alberta.