



NSWISA Job Description – Competitions Convenor

The role of the Competition Convenor is to be responsible the coordination & organisation of NSWISA Competitions. There may be different Competition Convenors for each competition.

Desirable Attributes:

The Competition Convenor should:

- have good organisational and delegation skills
- be a person who can develop good relationships
- be someone who can attend NSWISA competitions in an organisational capacity, being available to answer questions and problem solve
- be a regular email user for ease of communication
- have good Excel and Word skills

Specific duties include but are not limited to:

- Work with the Administration staff, JOT, Volunteer Convenor, T&D Convenor and other involved parties to facilitate a successful competition
- Develop budgets in conjunction with the Treasurer
- Monitor budget vs actuals in conjunction with the Treasurer
- Monitor the Competition Checklist to ensure all activities are complete by due date: refer Website > Info > Policies & Procedures
- Report back to Council