



NSWISA Job Description – Constitution & Policies

The role of the Constitution & Policies Convenor is to be responsible for the maintenance of the NSWISA Constitution as well as the development and maintenance of the Policies of the Association.

Desirable Attributes:

The Constitution & Policies Convenor should:

- be a person who has an understanding of constitutions & regulations
- have a strong understanding of ISU & ISA regulations, constitutions, by-laws & policies
- be a person who thinks logically and thoroughly about the potential implications of rules & policies
- be confident in drafting documentation

Specific duties include but are not limited to:

- Review & make recommendations regarding the updating of the NSWISA Constitution as required
- Develop and maintain Policies to ensure clear and transparent procedures within the Association
- Ensure the Constitution and Policies comply to relevant legislation
- Ensure the Constitution and Policies don't contravene any ISU or ISA rules or regulations
- Ensure Policies are drafted, issued and communicated in a timely manner
- Maintain ethical standards throughout NSWISA Constitution and Policies