

## **Membership Director**

### **Role**

Provide a link for the membership of the Federation, in turn driving Judo forward with ideas and feedback to the Board.

### **Key Responsibilities**

- \* To be the central point of contact for club contacts in terms of feedback channels
- \* Represent the Federation at internal and external meetings related to club and Judo development
- \* Formulate, review, and update the Federation's policy and procedures in relation to feedback channels from the clubs.
- \* Support clubs and members with information from the Board.
- \* Advise on the training needs and the Judo development opportunities for all Federation members.
- \* Ensure high coaching standards and compliances are in place including membership, are met throughout the Federation.
- \* Keep own knowledge and skills up to date.
- \* Willing to work outside normal office hours if required.
- \* Available to attend events at locations in Northern Ireland.

### **Responsible To**

The Membership Director shall be responsible to the Board of Directors of the Northern Ireland Judo Federation.

### **Delegation of Authority**

The Northern Ireland Judo Federation Board of Directors delegates authority for the implementation of the above responsibilities to the Membership Director.

All budgets should be agreed by the NIJF Board prior to any agreement to spend. Out of pocket expenses and mileage shall be paid providing authorisation has been sought from the Chairperson before the expense has been incurred. Expenses shall be paid in line with the NIJF Volunteer Expenses policy.

*The Membership Director will ensure that they will consider within their activities all issues relating to Equality, Inclusion and Diversity*