

Responsibilities of the IRF Executive Positions

This listing provides a guide to some of the responsibilities of the IRF Executive, and should be read in conjunction with the official position descriptions in the [IRF Constitution](#) (PDF, 26.7kb), and the Monthly Roles and Responsibilities updates sent to Members. This listing is based on the first fifteen years of operation of the IRF, especially the four years since 2000 as an incorporated entity. It is seen as an evolving list that changes with experience and to take advantage of individual member's strengths. The IRF Executive Positions include: President, Secretary/Treasurer, Promotions and Development Officer, World Rogaining Championships Manager and Technical Convenor.

President is responsible for:

- ensuring the activities of the Executive and Council are consistent with the Rules and policy of the IRF, and consistent with decisions of the Council
- managing the day to day affairs of the Executive and Council, and IRF
- leading the strategic planning process
- ensuring effective communication between IRF Executive and Members
- ensuring that there is effective communication with new rogaining groups
- managing the site selection process for forthcoming WRCs
- ensuring there is proper governance practices within IRF
- representing the IRF on official functions including the World Rogaining Championships
- presiding over the World Rogaining Championships
- presiding over IRF Executive meetings and IRF meetings
- liaising with the media
- ensuring there is a crisis management plan in place
- providing a casting vote in the case of an otherwise tied vote of IRF Council
- co-ordinating and monitoring the roles and responsibilities of IRF Executive
- presenting an annual report to the Executive and Members

Secretary / Treasurer is responsible for:

- managing correspondence (in, out, and storage thereof)
- copying all official IRF messages to the President
- maintaining financial records of the IRF
- calling meetings on instruction of the President and Executive
- organising for voting on resolutions as instructed by President and Executive
- receiving all monies belonging to the IRF and making payments directed by the Executive
- preparing an annual budget for the Executive for approval
- keeping an account book showing full details of all receipts and payments
- presenting an annual report to the Council of receipts and expenditure, of assets and liabilities, and the financial position of the IRF
- calling for nominations, as required
- incorporation reporting and compliance
- financial reporting and compliance
- maintenance of Membership register
- minutes of all meetings of the Executive and Council
- IRF Newsletter
- Website content
- in the absence of the President, presiding over meeting of the Executive and the Council

Promotions and Development Officer is responsible for:

- generating and implementing strategies for the development of rogaining globally
- sponsorship
- marketing
- grants
- media in consultation with President
- developing and maintaining the IRF Website

- increasing the public profile of rogaining
- providing support to new Members of IRF
- ensuring regular contact with each new rogaining nation and group
- growing the sport in Australia, and particularly elsewhere
- developing case for headquarters building for IRF
- maintaining an overview of land issues worldwide
- maintaining a calendar of international rogaining events

World Rogaining Championships Manager is responsible for:

- maintaining standards of World Rogaining Championships
- establishing relationship with organizers of forthcoming WRC
- monitoring progress leading up to each WRC, and keep IRF advised
- monitoring WRC standards against IRF requirements
- ensuring Rules and Technical Regulations are properly adhered to at each WRC
- managing approval process for any changes to IRF Rules for specific WRC events
- ensuring public relations process is properly in place for each WRC
- providing regular article in IRF Newsletter regarding WRC progress and details
- reporting to the IRF, at the earliest possible time, any concerns relating to the organisation of the World Rogaining Championships, and where appropriate, recommend actions that the IRF might take to rectify WRC arrangements

Technical Convenor is responsible for

- maintaining Rules and Technical Standards of Rogaining
- making these available on the rogaining website
- providing advice and guidance to new organisers as to adherence to Rules
- liaising regularly with rogaing organizers regarding suitability of current Rules of Rogaining
- liaising with rogaing organizers about any local modifications to the International Rules and Standards
- developing proposals to amend Rules when required or asked
- reviewing the operations of each World Rogaining Championships and making recommendations to the Council accordingly