

# WP REFEREES' SOCIETY PORTFOLIOS

## PORTFOLIO: ADMINISTRATION

### 1. PURPOSE OF PORTFOLIO

Responsible for all secretarial duties of the society and to ensure that the Society meets all legal parameters. Member of the Executive Committee of the WP Referees' Society.

### 2. KEY PERFORMANCE AREAS

- Secretary at Committee meetings
- Secretary at Monthly meetings
- Secretary at Special AGM and AGM meetings
- Responsible for keeping Constitution and Bye Laws updated
- Responsible for the construction of the Annual Report
- Responsible for keeping all Policy and Procedures updated
- Keeping the WP Referees' website updated

### 3. EXPERIENCE AND EXPERTISE

- World Rugby Level 1 & 2
- BokSmart accredited
- Coaching of Match Officials (CMO)
- Law knowledge and understanding of the game
- Annual writing of the SARRA or WP Referees' Law Exam

### 4. CRITICAL COMPETENCIES

- Communications skills
- Interpersonal Skills
- Leadership skills
- Computer skills

### 5. LEADERSHIP/ BUSINESS SKILLS

- Teamwork
- Company Secretarial Law knowledge

### 6. AVAILABLE EQUIPMENT

- Computer/Laptop (internet and email)
- Fax/telephone/cellphone