

# **WP REFEREES' SOCIETY PORTFOLIOS**

## **PORTFOLIO: FINANCES**

### **1. PURPOSE OF PORTFOLIO**

Responsible for all financial duties of the Society and to ensure that the Society meets all its financial obligations and presents the financial statements at a special AGM. Member of the Executive Committee of the WP Referees' Society.

### **2. KEY PERFORMANCE AREAS**

- Chairs the financial committee meetings
- Responsible for drawing up the annual budget for the Society
- Responsible for budget control on a regular basis
- Responsible for signing-off of all expenditure of the Society
- Responsible for the recording a register of all assets of the Society
- Responsible for the presentation of the annual financial documents as required by the Constitution
- Member of the negotiating team of the Society with Sponsors
- Assists in the identification of new talent and informing the Executive thereof
- Financial Qualification

### **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
- Negotiating skills

### **6. AVAILABLE EQUIPMENT**

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