# Club Name

your logo here

### Position Description Form

| **Job Title** | **Risk Management Officer** | | |
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| **Accountability** | Executive Committee | | **Hours\_\_\_\_\_\_\_\_ / week – month - season** |
| General Description - Objectives | | | |
| * To manage all risk management issues for the club and inform/educate club members about risk management issues | | | |
| Responsibilities | | | |
| * Raise awareness of issues associated with risk within the club. * Complete match-day checklist. * Complete other checklists as required. * Develop a risk management plan. * Develop policies and procedures that will address risk issues. * Keep records of all risk management meetings, training records and incident reports. * Organise training and education on risk management. | | | |
| Qualifications - Accreditations | | | |
| **Essential** | | **Desirable**   * Administrators and Coaches Online Training [www.playbytherules.net.au](http://www.playbytherules.net.au) * Member Protection Information Officer through Department of Sport and Recreation. | |
| Relationships | | | |
| * Club members, Committee of Management, spectators and visitors to the club | | | |
| Reporting | | | |
| * Reports to Executive Committee as required | | | |