

THE INTERNATIONAL ISLAND GAMES ASSOCIATION

THE ROLE OF AN EXECUTIVE COMMITTEE MEMBER:

Induction:

1. Complete the Induction programme detailed in the following Executive Member Induction Checklist – see below.

Time Commitment

1. Check emails on a daily basis and respond accordingly.
2. Take part in occasional conference calls.
3. Attend the Games every two years for a period of approximately 12 days.
4. Attend the Games Preview AGM every two years for a period of approximately 5 days.
5. Attend an annual meeting of the Executive Committee (normally held in March or April) for a period of approximately 5 days.
(For 3, 4 and 5 above approved travel and accommodation costs will be met by the IIGA)

Contact Islands

All members will be allocated at least four Member Islands to keep in contact with on a regular basis and deal with any issues or questions appropriately, e.g. any proposals being made to the Executive Committee or an AGM.

Contact Sports

1. All members will be allocated at least three of the approved sports and will keep in regular contact with the designated Technical Committee officers, dealing with any issues or questions, e.g. proposals to amend the sports by-laws.
2. Attendance will be required at the Pre- and Post-Games Sports Team Managers' meetings to represent the Executive Committee.

Specific Duties

Each member will be allocated specific roles depending on their knowledge and experience.

Examples are as follows:

1. Being a member of the NatWest Sports Development Scheme Sub-Committee
2. Regular monitoring of the IIGA Social Media sites and sourcing material for inclusion
3. Compliance Officer for Anti-Doping
4. Carrying out one-off projects and reviews following requests from the Member Islands, e.g. Review of the Results and Administration System.

Executive Member Induction Checklist



Name: _____

Start Date: _____

	Date Completed	Your Initials	E.C. Officer Initials	Comments
I am aware of the role of the IIGA and fully understand that as a Member of the Executive Committee cannot act as an Official of a local Island Games Association.				
I have read and fully understand the IIGA Constitution				
I have read and fully understand the IIGA Operational Guidelines				
I have read and fully understand the IIGA Sports By-laws				
I have read and fully understand the role of an Executive Member as well as the confidential nature of some of the IIGA business				
I have been made aware of the names of my contact islands				
I have been made aware of my contact sports				
I have been made aware of the typical tasks that I will be expected to carry out during a Games week				
I have read and fully understand the NatWest Sports Development Programme				
I have been issued with appropriate uniform and understand the dress and appearance standard that I am expected to follow				
I have been made aware of the Executive Committee Member self-assessment process				
I have been made aware of my responsibilities under the Data Protection Act.				