



MALTESE OLYMPIC COMMITTEE

ROLE DESCRIPTIONS - PRESIDENT

Role Title

President

Job Overview

President of the Maltese Olympic Committee

Member of the **Executive Board**

Legal representative of the **MOC** if so appointed by the **Executive Board**.

Must not hold executive posts with any **Federation**. Within thirty **days** from his election to the **MOC Executive Board**, he must relinquish any such posts, failing which, his election will be deemed null and void.

Reports To

The President will report to the **Executive Board**

The President will report to the General Assembly

Responsibilities and Duties

In addition to the rights and duties prescribed in any of the paragraphs of the **Statute**, the President has the following rights and duties:

- The President performs general management of the **MOC** activities, convenes all meetings of the General Assembly and the **Executive Board** and presides over these meetings.
- He will have a right to exercise the casting vote.
- He reports on behalf of the **Executive Board** to the various meetings of the General Assembly.
- Together with the Secretary General, he monitors and ensures the strict compliance with the provisions of the **Statute** and Bye Laws and of any regulations enacted by virtue of the provisions of the **Statute**.
- The President represents the **MOC** in its official activities. He represents the **MOC** in relations with government bodies and organizations, public associations and other organizations, including international ones and, as much as possible, will do this together with the Secretary General.
- The President, with the approval of the **Executive Board**, can delegate some of his functions to a member of the **Executive Board** or a commission made up of members of the **Executive Board**.
- The President distributes responsibilities among the members of the **Executive Board** and takes any other actions to achieve the Charter goals and fulfill tasks of the **MOC**.
- The President can attend and participate in all Commission or Services meetings “*ex-officio*”.
- He ensures the compliance of the **MOC** activities with the present **Statute** and the Olympic Charter.



- Together with the **Executive Board** presents a Calendar of planned Games and Events on an Annual Basis.
- Together with the **Executive Board** develops and presents a Strategic Plan for the Quadrennial (or longer period).
- Makes use of the Systems in use (Such as Office 365) for the purpose of collaboration, documentation and to have a backup of the work being done.
- Together with the Secretary General, holds regular meetings with Administrator and Head of Operations to see developments done, issues to be discussed

Other

The President, as part of the executive, shall

- Adopt the Code of Ethics
- Abide by Code of Conduct
- Declare any interests and potential conflict
- Declare Confidentiality of any issues
- Implement an Order of Business to be used

Office Hours

Minimum 20 hours per week



MALTESE OLYMPIC COMMITTEE

ROLE DESCRIPTIONS – DEPUTY PRESIDENT

Role Title

Deputy President

Job Overview

Deputy President of the Maltese Olympic Committee
Member of the **Executive Board**

Reports To

The Deputy President will report to the **Executive Board**
The Deputy President will report to the President

Responsibilities and Duties

In addition to the rights and duties prescribed in any of the paragraphs of the **Statute**, the Deputy President has the following rights and duties:

- In the event that the President is unable to fulfil the duties of his office, the Deputy President replaces him and is vested with all the powers of the President.
- The Deputy President may exercise any powers and perform any duties that the **Executive Board** delegates to him.
- He will be responsible for the functioning of all commissions of the **MOC** and also to act as coordinator in respect of such **MOC** commissions.
- The Deputy President manages the property of the **MOC**.
- The Deputy President is to oversee that the **Executive Board**, Commissions, Staff and Members are to follow and observe the Olympic Charter, **MOC Statute** and other legal laws during their work.
- Together with the **Executive Board** develop and present a Strategic Plan for the Quadrennial (or longer period).
- Access the RELAY online portal to analyse and implement projects according to programmes offered by Olympic Solidarity.
- Make use of the Systems in use (Such as Office 365) for the purpose of collaboration, documentation and to have a backup of the work being done.

Other

The Deputy President, as part of the executive, shall

- Adopt the Code of Ethics
- Abide by Code of Conduct
- Declare any interests and potential conflict,
- Declare Confidentiality of any issues
- Implement an Order of Business to be used

Office Hours

Minimum 15 hours per week



MALTESE OLYMPIC COMMITTEE

ROLE DESCRIPTION – SECRETARY GENERAL

Role Title

Secretary General

Job Overview

Secretary General of the Maltese Olympic Committee

Member of the **Executive Board**

Legal representative of the **MOC** if so appointed by the **Executive Board**.

Must not hold executive posts with any **Federation**. Within thirty **days** from his election to the **MOC Executive Board**, he must relinquish any such posts, failing which, his election will be deemed null and void.

Reports To

The Secretary General will report to the **Executive Board**

The Secretary General will report to the General Assembly

The Secretary General will report to the President

Responsibilities and Duties

- Together with the President, he monitors and ensures the strict compliance with the provisions of the **Statute** and Bylaws and of any regulations enacted by virtue of the provisions of the **Statute**.
- As much as possible together with the President, the Secretary General represents the **MOC** in its official activities both locally and abroad.
- The Secretary General keeps the minutes of all meetings and other proceedings of the **MOC** and provides for the safekeeping of these minutes, accounts, correspondence and other records of the **MOC**.
- The Secretary General is responsible for the **MOC's** seal, register of members, for assuring that the **MOC** remains compliant with any provisions arising from the **IOC** or from the other institutions to which the **MOC** is affiliated and for assuring the **MOC's** compliance to legal requirements.
- The Secretary General can attend and participate in all Commission or Services meetings “*ex-officio*”.
- The Secretary General is responsible for the running of the secretariat and the day-to-day administration of the **MOC**. He will also be responsible for the relations with member **Federations**.
- If both the President and Deputy President are unable to fulfil the duties of the President, the Secretary General replaces the President and is vested with his powers.
- Presents an Administrative Report at each General Assembly.
- Presents Minutes from previous **MOC Executive Board** meetings.
- Communicates with the International and European Olympic Committees and other international entities.



- Together with the **Executive Board** develops and presents a Strategic Plan for the Quadrennial (or longer period).
- Makes use of the Systems in use (Such as Office 365) for the purpose of collaboration, documentation and to have a backup of the work being done.
- Together with the President, holds a quarterly meeting with Administrator and Head of Operations to see developments done, issues to be discussed
- Ensures meetings are effectively organised and minuted by:
 - Liaising with the President to plan meetings.
 - Receiving agenda items from **Executive Board** members.
 - Circulating agendas and reports.
 - Taking minutes (unless there is a minutes secretary).
 - Circulating approved minutes.
 - Checking that agreed actions are carried out.
- Maintains effective records and administration by:
 - Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the **Executive Board** and (where relevant) ordinary members of the **MOC**.
 - Filing minutes and reports.
 - Compiling lists of names and addresses that are useful to the **MOC**, including those of appropriate officials or officers of voluntary organisations.
 - Keeping a record of the **MOC's** activities.
 - Keeping a diary of future activities.
- Upholding legal requirements by:
 - Acting as custodian of the **MOC's** governing documents.
 - Checking quorum is present at meetings.
 - Ensuring elections are in line with stipulated procedures.
 - Ensuring **MOC's** activities are in line with its objects.
 - Ensuring charity and company law requirements are met (where relevant, unless there is a separate person appointed to the task).
 - Sitting on appraisal, recruitment and disciplinary panels, as required.
- Ensures proper communication and correspondence lines by:
 - Responding to all **MOC's** correspondence.
 - Filing all **MOC's** correspondence received and copies of replies sent.
 - Keeping a record of any of the **MOC's** publications (e.g. leaflets or newsletters).
 - Reporting the activities of the **MOC** and future programmes to members, the press and the public (unless there is an Information or Publicity Officer).
 - Preparing a report of the **MOC's** activities for the year, for the Annual General Meeting.

**Other**

The Secretary General, as part of the executive, shall

- Adopt the Code of Ethics
- Abide by Code of Conduct
- Declare any interests and potential conflict
- Declare Confidentiality of any issues
- Implement an Order of Business to be used

Office Hours

Minimum 20 hours per week.



ROLE DESCRIPTION – DIRECTOR OF FINANCE

Role Title

Director of Finance

Job Overview

Director of Finance of the Maltese Olympic Committee
Member of the ***Executive Board***

Reports To

The Director of Finance will report to the ***Executive Board***
The Director of Finance will report to the General Assembly
The Director of Finance will report to the President

Responsibilities and Duties

The Director of Finance has the general responsibility for all financial matters of the ***MOC*** and has the following duties:

- He is responsible for the timely preparation of the ***MOC's*** budget and financial accounts and for ensuring that the financial records of the ***MOC*** are maintained in order.
- He reports regularly to the ***Executive Board*** and will present a yearly budget for the approval of the ***Executive Board***.
- The Director of Finance will present professionally audited accounts of the preceding financial year to the General Assembly meeting held in spring of each year. In the Elective General Assembly, the Director of Finance will additionally present a set of professional audited accounts for the preceding quadrennial.
- He is responsible for monitoring the proper collection of all revenues of the ***MOC*** and for ensuring that payments are made with the approval of the President and/or Deputy President and/or Secretary General and/or the ***Executive Board***.
- He is responsible to set up a framework to facilitate the application for and claiming of funds by the ***Federations*** as well as to their approval.
- He is responsible for the timely application by the ***MOC*** for international and national available funding programmes and to ensure that the proper procedures are followed on ***MOC's*** purchases, quotes, tenders and similar expenditure obligations.
- Together with the ***Executive Board*** develops and presents a Strategic Plan for the Quadrennial (or longer period).
- Access the RELAY online portal to analyse and implement projects according to programmes offered by Olympic Solidarity.
- Makes use of the Systems in use (Such as Office 365) for the purpose of collaboration, documentation and to have a backup of the work being done.



Other

The Director of Finance, as part of the ***Executive Board***, shall

- Adopt the Code of Ethics
- Abide by Code of Conduct
- Declare any interests and potential conflict
- Declare Confidentiality of any issues
- Implement an Order of Business to be used

Office Hours

Minimum 15 hours per week.



ROLE DESCRIPTION – DIRECTOR OF SPORT

Role Title

Director of Sport.

Job Overview

Director of Sport of the Maltese Olympic Committee

Member of the ***Executive Board***

Head of the Technical Commission

Reports To

The Director of Sport will report to the ***Executive Board***.

The Director of Sport will report to the President.

Responsibilities and Duties

The Director of Sport will be generally responsible to prepare the sports and technical programmes of the ***MOC*** according to the following duties:

- After having consulted the technical person or persons of the respective ***Federations***, the Director of Sport will advise and bring forward for approval of the ***Executive Board*** the list of athletes and officials that have been selected to participate in the ***Games***.
- The Director of Sport will be responsible to monitor member ***Federations*** and the training schedule of the selected athletes.
- The Director of Sport will chair a Sports and Technical Commission to assist him in his duties including those to formulate a policy on the development of youth or elite athletes. The Technical Commission will be responsible to oversee, set targets and put in place processes to manage:
 - Elite Sport
 - Sports for All
 - National Team Support
 - Technical Preparation
 - Youth Development
 - Sports Development
- The Director of Sport will be responsible for technical issues that may arise during the ***Games*** and will liaise with the appointed Chef de Mission for the ***Games*** to ensure the well-being of the athletes and officials during the ***Games***.
- The Director of Sport will be responsible to liaise with the Medical Commission to ensure that athletes representing the ***MOC*** at the ***Games*** will do so under personal healthy conditions.
- Prepares a technical report for each of the ***Games*** that the ***MOC*** participates in.
- Together with the ***Executive Board*** presents a Calendar of planned Games and Events on an Annual Basis.



- Together with the **Executive Board** develops and presents a Strategic Plan for the Quadrennial (or longer period).
- Access the RELAY online portal to analyse and implement projects according to programmes offered by Olympic Solidarity.
- Makes use of the Systems in use (Such as Office 365) for the purpose of collaboration, documentation and to have a backup of the work being done.

Other

The Director of Sport, as part of the **Executive Board**, shall

- Adopt the Code of Ethics
- Abide by Code of Conduct
- Declare any interests and potential conflict,
- Declare Confidentiality of any issues
- Implement an Order of Business to be used

Office Hours

Minimum 20 hours per week



MALTESE OLYMPIC COMMITTEE

ROLE DESCRIPTION – EXECUTIVE BOARD MEMBER

Role Title

Executive Board Member

Job Overview

Member of the *Executive Board*

Reports To

The Executive Board Member will report to the *Executive Board*

The Executive Board Member will report to the President

Responsibilities and Duties

- Together with the *Executive Board* develops and presents a Strategic Plan for the Quadrennial (or longer period).
- Makes use of the Systems in use (Such as Office 365) for the purpose of collaboration, documentation and to have a backup of the work being done.
- Co-ordinates, prepares and plans tasks being assigned to him with staff that need to implement the tasks assigned. If the director decides that he would like to implement some of the things himself then this is also possible as long as enough time is being implemented.
- The Executive Board Member will chair a Commission or a Service.
- Access the RELAY online portal to analyse and implement projects according to programmes offered by Olympic Solidarity.
- Reports back to the Executive with tasks being done in the areas assigned.

Other

The Executive Board Member, as part of the executive, shall

- Adopt the Code of Ethics
- Abide by Code of Conduct
- Declare any interests and potential conflict
- Declare Confidentiality of any issues
- Implement an Order of Business to be used

Office Hours

If the Executive Board Member has no direct portfolio that is being directed by himself, but only provides leadership and supervision:

Attend the Executive Board Meetings

Minimum 10 hours per week



Once the Executive Board Member is assigned a portfolio or is being asked to direct any area or activity of the work of the MOC, the minimum office hours will be adjusted accordingly in order to ensure adequate time is allocated to do the respective tasks and activities.