

# Brief Challenge Panel Position Outline

## 1. The Challenge Panel

The purpose of the Panel is to help develop and promote an annual Challenges Programme and to run a series of membership challenges throughout the year. From time to time, the Panel may advise running other events or roadshows for the benefit of the membership. This involves:

- Challenge Leadership and oversight; and
- Event logistics, planning and risk management.

### *The Panel:*

- manages and delivers all technical aspects of the Challenges Programme
- oversees and contributes to the physical set up and pack down of events
- oversees maintenance and proper use of UFBA challenge equipment
- undertakes event research
- recommends any operational changes to Challenges
- develops and maintains Challenge Rules
- helps develop new Challenges for consideration by the UFBA management

In carrying out its function, the Panel works closely with the UFBA Events team. Together, they are committed to building and delivering a successful annual Challenge Programme for members.

## 2. Panel Term

The term is for two years, renewable for a further two terms (total of six years).

Panel members report to the Panel Leader and the Panel Leader to the UFBA CEO. Panel members are accountable to the membership via the UFBA CEO and Board.

## 3. Panel Member positions

The Panel are responsible for the technical management of the Challenge Programme events.

### *Responsibilities and duties*

#### *Panel*

- Attend Panel/Events Team meetings as required
- Respond to email and phone calls from the Events Team within one working day
- Prepare for meetings and actively participate in the Challenge Programme event decision-making
- Be supportive of the Panel Leader, Events Manager and Events team
- Attend Provincial and Regional meetings to assist with the promotion of the Challenge Programme and encourage host brigades to participate and host Challenges

### *Pre-Event*

- Have a full understanding of all Challenge Rules and assess and train Officials to ensure the Rules are upheld and the integrity of all events is maintained
- Do regular 6 monthly stocktakes of all equipment in the UFBA Warehouse. Ensure all equipment meets the required standards and is maintained and accounted for
- Create and implement Health and Safety documents for each event location in conjunction with the Events Team. Be responsible for ensuring all appropriate steps are taken to ensure health and safety standards are met at all Challenge Programme events. This includes during the Challenge and Challenge down time
- Help in the selection of Officials for each Challenge. The Events Team will provide a list of potential candidates.
- Ensure Officials are competent, confident and have the necessary skills to carry out the functions required of them.
- Investigate potential venues for Challenge Programme events as requested and report back findings in writing to the Panel Leader and Events Manager within 2 working days
- Observe the confidentiality of information acquired as a Panel member
- Exercise a duty of care, skill and diligence expected of a Panel member when carrying out Panel functions.
- Act professionally, in the best interests of the UFBA, and abide by the UFBA Code of Conduct so as not to bring the UFBA into disrepute or jeopardise its relationship with the UFBA's stakeholders. Any matters that may bring the UFBA into disrepute must be reported to the CEO at the earliest opportunity.

### *Event*

- Attend and oversee events and actively participate in the physical set up and pack down of events
- Ensure the efficient and effective use of event resources
- The appointed Safety Officer at each event is to actively oversee the risk management and make any recommendations to the Panel Leader/Events Manager and the Venue Operator. This is to be done immediately so that the necessary actions can be taken to reduce risk. This person also needs to sign incident reports at the time of injury at the event
- Verify draws that are provided by the Events Team for each of the Challenge Programme events
- Take responsibility for verifying event results
- Maintain the Code of Practice to be used by the Judicial Committee when conducting protest hearings

### *Post-Event*

- Support the Events Team in managing any post-challenge functions including appropriate presentations. Assist in preparing and displaying awards in preparation for presentation. Distribute trophies and awards and ensure recipients take responsibility and liability for awards presented to them at events
- Any other duties that may be required by the Panel Leader

#### **4. Key Attributes of Panel Members (including Leader)**

- Experience in events either UFBA or Provincial Level, as a competitor or on an organising panel is essential
- Sound knowledge preferred of Challenge Rules for all four Challenge suites, event Health and Safety requirements, and knowledge of UFBA and Fire and Emergency NZ strategic priorities, policies and guidelines
- Ability to relate and engage with Challenge participants, Officials and UFBA stakeholders
- Approachable and able to carry out instructions as requested
- Ability to make and record accurate event observations
- Decisive and confident decision-maker and applying sound judgment
- Reliability – can be counted on to participate in the effective management of the Challenge Programme
- Good written, verbal and interpersonal communication skills
- Willingness to participate and contribute to the success of the Challenge Programme events
- Has a thorough understanding of the operating environment of the UFBA and Fire and Emergency NZ including strategic objectives, compliance requirements and stakeholder relationships.

#### **5. Panel Members availability requirements**

- All Challenge Programme events, including pack in pack out days, as required
- At least four ET/CP planning meetings per year. These can be at Challenge event locations and must be separate to day to day running of current event.
- Up to three Warehouse stocktakes per year as required
- Answer emails within one working day from Events Team or Competitors
- Available to meet with the UFBA CEO at an annual meeting – at suitable agreed time/location

#### **6. Panel Expenses**

As a Challenge Panel member, the UFBA will fund your flights, food and accommodation to all Challenges and any other meetings you are required at. In addition to this you can submit an expense claim for a \$120 inclusive GST daily allowance (minus withholding tax) for the approved days that you represent the UFBA.

Panel members expenses incurred for meetings, travel and other duties for all Challenges are specifically budgeted for. Anything outside of these expenses must be approved by the UFBA CEO prior to purchase. Expense reimbursement does not include alcohol, taxis/shuttles, valet parking, laundry, room service, phone calls, internet use, mini-bar, movies, business centre costs, trailer or rental car hire or reimbursements for meals scheduled during the Challenge. Daily allowance and expense reimbursement are paid following receipt of documentation.