**Position Description**

Director

Note: The detail contained within this role description is indicative only and should be used as such by organisations to adapt and modify to their needs.

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| **Job Purpose**  | The Board Director will fulfill their duties and responsibilities acting ethically, with appropriate independence, and putting the organisation’s interests before personal interests.  |
| **Job Responsibilities** | Primary responsibilities for the role of a director include: * Upon election to the board, induction and training procedures as provided by the board are to be taken.
* Consider, debate, and vote on issues before the board, based on the best interests of the organisation.
* Comply with rules, policies, and standing orders of the organisation.
* Review, approve, and implement the organisation’s Strategic Plan.
* Review and approve the organisation’s systems for financial control and risk management.
* Commitment to attend all meetings, ensuring apologies in advance for unavoidable absences.
* Contribute to the discussion and resolution of issues.
* Declare any direct or indirect material personal interest in any contract with the organisation.
* Participate in board approved fundraising and community promotions of the organisation.
* Undertake administrative duties as required.
* Monitor organisational performance and evaluate the achievements of the strategic and business plans, including budget outcomes.
* Monitor the Chief Executive Officer (CEO) (if applicable) and company performance to ensure compliance with relevant federal, state and local legislation
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| **People Management** | No  |
| **Budget Management** | Yes – required to work with the Treasurer in managing annual budget |
| Note: (Remove any points that are not relevant to the role).* This position requires clearance to work with children
* The ordinary working hours for the position may include duty on weekends and evenings.
* The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment.
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| **JOB HOLDER CAPABILITIES** |
| Knowledge and Skills | * Knowledge of the laws and legislation relating to non-profit organisations.Strong understanding and working knowledge of the constitution, rules, by-laws, policies and procedures.
* Effective communication and interpersonal skills, with particular emphasis on public speaking, advocacy and teamwork.
* Management skills and an ability to collaborate with committee members.
* An understanding of change management and strategies to engage and consult with stakeholders to achieve goals
* Well-developed decision-making skills
* Sound financial management skills
* Experience in sport is not necessary, however a willingness to gain an understanding and knowledge of the role, sporting context and activities of the business is essential

The director must demonstrate a commitment to the organisation’s strategy, objects, policies and rules, as well as a willingness to role model the organisation’s values. |
| Qualifications and Experience | * Qualifications in Law, Governance, Finance or Business (preferable)
* Experience in a directorship role in a not-for-profit, volunteer-based organisation (beneficial).
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