Position Description

Chair

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 Chair may be the nominal board head of the NSO/SSO/Club/Association and will act as chair of any board meeting or General Meetings at which he/she is present. |
| **Job Responsibilities** | Primary responsibilities for the role of the Chair include:   * Ensure that discussion at meetings relates to the roles and responsibilities of the board (as per the Constitution and the club/association policies) and does not impinge on the role of senior management (if applicable). * Provide the right environment for consideration of issues of significance, ensuring all directors can express views and have them considered. * Facilitate discussion and decisions on governance process, the Constitution, and strategic objectives. * Oversee the development, monitoring, and review of the Strategic Plan. * Role model the organisation’s culture, including providing a welcoming board environment. * Work with the CEO to ensure the organisation operates in an ethically, environmentally, and socially responsible manner. * Oversee the recruitment, induction, and training of board members. * Oversee the assessment, review and renewal of the board. |
| **People Management** | Yes, required to support   * the directors of the board and any portfolio duties * The CEO/GM in the execution of the organisation’s plans |
| **Budget Management** | Nil |
| 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 can 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** | |
| **Qualifications and/or Experience** | * Qualifications in Law, Governance, Finance or Business (preferable) * Previous experience in a not-for-profit, volunteer-based organisation is preferable |
| **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 of the board * Expertise in finance, governance, business and communication * Sound skills in applying risk management principles and understanding the political sporting landscape * Experience in facilitating decision making processes * Ability to foster and sustain positive relationships * Honesty and trustworthiness * Sound interpersonal and leadership skills |

