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.
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| **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
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| **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
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| **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
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