



Position Description

Job Title:	Board Director
Organisation :	Archery Australia
Location:	Australia
Commitment:	Directors are expected to actively prepare for, support and attend 8-10 meetings each year, including one or two face to face meetings held in Sydney or Melbourne.
Date of Effect:	September 2024

About Archery Australia	<p>Archery Australia (AA) is the governing body for all levels of archery and para-archery throughout Australia and a recognised member of World Archery, the Australian Sports Commission and the Australian Olympic Committee.</p> <p>Archery is a sport for all, for life. AA is committed to raising the profile of archery and para-archery, increasing participation, and supporting the archery community to access, enjoy, contribute to and succeed across all levels of the sport.</p> <p>As a not-for-profit member organisation, we co-ordinate and support our Recognised Governing Bodies in each state and territory; each are a crucial touchpoint in growing archery and supporting national programs locally.</p> <p>There are 130 clubs providing archery to approximately 8,000 active and registered archers in Australia.</p>
--------------------------------	---

Core Purpose	<p>The Board is responsible for the governance of Archery Australia and its strategic development and growth. Key functions are delegated to Board Committees and the Chief Executive Officer, however the Board has final responsibility for the governance of the organisation.</p> <p>In doing so, it strives to achieve best practice governance standards, guided by the AICD Not for Profit governance principles and the Australian Sports Commission Sport Governance Principles and Standards.</p>
Key Responsibilities	<p>Within the overall responsibility for the effective governance and oversight of Archery Australia, Directors are expected to participate actively in the following five areas:</p> <p>Strategy</p> <ul style="list-style-type: none"> Identify and critically assess strategic opportunities and

risks for Archery Australia and Archery in Australia.

- Input into the development of effective strategies to support the long term vision for Archery in Australia.
- Oversee and guide organisational change.

Engagement

- Engage and communicate with stakeholders across Archery and the broader sport community.

Financial and operational performance

- Ask questions and challenge management and peer directors on decisions and activities in a constructive, values driven manner.
- Analyse key financial statements.
- Critically assess financial viability and performance.
- Contribute to financial planning, oversee budgets and the efficient use of resources.
- Oversee government and commercial funding arrangements and accountability.

Governance, Compliance and Risk Management

- Ensure the Board governs Archery Australia in accordance with good governance principles and standards, the Constitution and Board Charter.
- Oversight of the development of appropriate policies within which the organisation should operate.
- Ensure compliance with relevant legislation, regulation and legal obligations.
- Identify key risks to the organisation across a range of areas, including operational, financial, legal and regulatory responsibilities.
- Oversight of the development of strategies to mitigate risks.
- Monitor risk and compliance management frameworks and systems.
- To act ethically as a Director of Archery Australia in the best interest of the organisation.

CEO performance and development

- Appoint and monitor the performance of CEO in meeting agreed goals and objectives
- Determine CEO development needs and opportunities
- Determine CEO remuneration.

<p>Skills, Knowledge and Experience</p>	<p>The Board is responsible for ensuring that it has a diverse range of skills, knowledge and experience to govern the organisation effectively.</p> <p><u>Essential skills and experience</u></p> <p>Applicants are expected to have a sound understanding of the duties of a Director. This may be demonstrated via:</p> <ul style="list-style-type: none"> • Prior Director experience; and • Education and training: <ul style="list-style-type: none"> ○ Australian Institute of Company Director courses (preferred); or ○ Completion of Sport Australia’s <i>The Start Line</i> online governance course. This is a free online course which takes 2 hours to complete: https://www.sportaus.gov.au/governance/education <p>Applicants are also required to have a general level of skills and experience in the five areas outlined above:</p> <ul style="list-style-type: none"> • Strategy • Engagement • Financial and operational performance assessment • Governance, compliance and risk management • CEO performance management and development <p><u>Additional skills and experience</u></p> <p>In addition to the above core competencies and to complement the existing skills and experience of the Archery Australia Board, applicants shall have well developed technical and specialist skills in at least ONE of the following areas:</p> <ul style="list-style-type: none"> • Archery • Disability sport • Media, marketing or community engagement • High performance sport • Commercial growth and opportunities • Grassroots sport participation • Finance, accounting or audit • Government and/or stakeholder relations • Technology and digital innovation
<p>Personal Competencies & Attributes</p>	<p>COMPETENCIES</p> <ul style="list-style-type: none"> • Collaboration • Communication • Influencing • Planning • Decision making

	<p>ATTRIBUTES</p> <p>Integrity Meeting fiduciary duties and responsibilities, acting ethically, having appropriate independence, putting Archery Australia's interests before personal interests.</p> <p>Emotional intelligence As well as self-awareness and self-management, the Chair needs to be able to motivate and empathetically manage robust discussions</p> <p>Engaged commitment A willing participant with a genuine interest in physical activity and sport.</p>
<p>Sport and recreation industry experience</p>	<p>Whilst not essential, it is desirable for Directors to have:</p> <ul style="list-style-type: none"> • An understanding of the Australian sport environment and the role and contribution of a National Sporting Organisation. • An understanding of membership organisations and the expectations of members, participants, volunteers and clubs.
<p>Child Safety</p>	<ul style="list-style-type: none"> • Archery Australia is committed to providing children and young people with a positive and enriching environment that promotes their social, physical, or emotional development. We are committed to safeguarding children through the National Integrity Framework and the Child Safe Policy ensuring young people in our care feel safe and are safe. • We expect representatives of the organisation, regardless of their role or level of responsibility to support such an environment. • As part of your duty, you must recognise that children and young people require special care and attention to feel safe and you will be committed to protecting and prioritising the safety of children and young people involved in archery programs and services. • It is an inherent requirement of this role that the incumbent role holds and maintains relevant, current, Child Safety certification through a Working With Children or Vulnerable people Check.