



New South Wales Touch Association

Board Position Statements

September 2024
Version 6.0

DOCUMENT CONTROL INFORMATION

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Next review date	September 2025

DOCUMENT VERSION HISTORY

Version	Date	Author	Description of changes
5.0	23/09/22	Dean Russell	Review of Position Statements that existed as part of the Board Policy (Appendix 1)
6.0	01/09/24	NSWTA Board	Full review of all Position Statements

DOCUMENT REVIEW AND SIGN OFF REQUIREMENTS

Name	Role	Review Required?	Endorsement Required?
Dean Russell	NSWTA General Manager	Yes	No
Directors	NSWTA Board	Yes	Yes



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POSITION STATEMENT – INTERESTED DIRECTOR

1. POSITION TITLE

Interested Director

2. ROLE TITLE

Director

3. OVERVIEW

The Director plays a crucial role in guiding the organisation toward achieving its strategic goals while ensuring that all actions serve the best interests of the NSWTA. This role involves active participation in decision-making, strategic planning, governance, and promoting the organisation within the community. The Director must adhere to the highest ethical standards and maintain a comprehensive understanding of the organisation's policies and practices.

4. TERM APPOINTMENT

Interested Directors shall be elected in accordance with the NSWTA Constitution for a term of 2 years, which shall commence from the conclusion of the Annual General Meeting at which the election occurred until the conclusion of the second Annual General Meeting following. The Interested Director (Finance), Interested Director (Country), and one other Interested Director shall be elected in each year of odd number and the Interested Director (Technical) and one other Interested Director shall be elected, in each year of even number (NSWTA Constitution, Section 25.3).

5. MINIMUM REQUIREMENTS

- (a) **Eligibility:** The candidate is only eligible to stand for election as a Director at the next general meeting if approved by the Nominations Committee, in accordance with Section 7 of the NSWTA Board Nomination Charter. This approval includes meeting several core competencies.
- (b) **Membership:** Must be a current member of the NSWTA.
- (c) **Induction and Training:** Upon election, Directors must complete the induction and training procedures provided by the board.
- (d) **Conflict of Interest Disclosure:** Directors must immediately disclose any potential conflicts of interest, whether material or perceived, and adhere to the board's guidance on appropriate procedures.
- (e) **Professional Conduct:** Directors are expected to conduct board business with professionalism, courtesy, and fairness, avoiding any bias or personal animosity.
- (f) **Integrity:** Directors must commit to ethical conduct, transparency, and act in the best interests of the organisation, consistently demonstrating honesty and ethical behaviour in all professional activities.
- (g) **Meeting Attendance:** Directors are required to attend all board meetings, which are conducted six times per year, primarily on Thursday evenings. These meetings are currently held remotely, however face-to-face meetings may be scheduled when feasible. Directors must also attend three virtual Regional Director meetings, the NSWTA Annual General Meeting, the NSWTA Summit and Awards Dinner, and other NSWTA events when possible. If absence from any meeting is unavoidable, Directors must provide advance notice with an apology.
- (h) **Preparation and Participation:** Directors are expected to thoroughly review all board papers circulated before meetings and come prepared to engage in discussions and contribute meaningfully to decision-making.

- (i) **Committee Involvement:** Directors may be required to serve on board committees, bringing their expertise and insights to various organisational issues. Time commitments outside of scheduled meetings are flexible and depend on business needs and any specific roles the Director may have within committees or portfolios.
- (j) **Communication Protocol:** Directors should stay digitally connected through board communication channels, providing timely feedback and decisions as required. Communication with employees, especially on performance matters, should be directed exclusively through the General Manager, who is responsible for the day-to-day operations of the organisation.
- (k) **Community Engagement:** Directors are expected to actively promote the organisation within the community and periodically represent the board at NSWTA, Touch Football Australia (TFA), state body, and community events.
- (l) **Media Relations:** Directors should adhere to the organisation's Media Policy, making public comments only as authorised.

6. SKILLS AND COMPETENCIES

- (a) **Leadership:** Capable of leading and inspiring diverse teams to achieve strategic objectives.
- (b) **Strategic Planning:** Proficient in developing and implementing strategies that drive growth and development, ensuring alignment with the organisation's long-term goals.
- (c) **Negotiation:** Skilled in negotiating and mediating to resolve conflicts and promote the interests of the organisation and its stakeholders.
- (d) **Relationship Building:** Proven ability to establish and maintain strong, productive relationships with a broad range of stakeholders, fostering collaboration and trust.
- (e) **Financial Acumen:** Demonstrated expertise in budget management, financial planning, and risk assessment, with a focus on maintaining financial stability and supporting strategic initiatives.
- (f) **Communication:** Exceptional verbal and written communication skills, with the ability to convey information and ideas clearly and effectively to diverse audiences.
- (g) **Problem Solving:** Strong analytical and problem-solving abilities to address challenges and seize opportunities.
- (h) **Governance:** Deep understanding of governance practices, strategic planning, and financial management, actively engaging in processes to ensure the organisation's long-term objectives are met.

POSITION STATEMENT – INTERESTED DIRECTOR (COUNTRY)

1. POSITION TITLE

Interested Director (Country)

2. ROLE TITLE

Country Director

3. OVERVIEW

The Director plays a crucial role in guiding the organisation toward achieving its strategic goals while ensuring that all actions serve the best interests of the NSWTA. This role involves active participation in decision-making, strategic planning, governance, and promoting the organisation within the community. The Director must adhere to the highest ethical standards and maintain a comprehensive understanding of the organisation's policies and practices.

The Country Director is responsible for representing and supporting NSWTA country affiliates, ensuring the growth and development of the sport in regional areas.

4. TERM APPOINTMENT

Interested Directors shall be elected in accordance with the NSWTA Constitution for a term of 2 years, which shall commence from the conclusion of the Annual General Meeting at which the election occurred until the conclusion of the second Annual General Meeting following. The Interested Director (Finance), Interested Director (Country), and one other Interested Director shall be elected in each year of odd number and the Interested Director (Technical) and one other Interested Director shall be elected, in each year of even number (NSWTA Constitution, Section 25.3).

5. MINIMUM REQUIREMENTS

- (a) **Eligibility:** The candidate is only eligible to stand for election as a Director at the next general meeting if approved by the Nominations Committee, in accordance with Section 7 of the NSWTA Board Nomination Charter. This approval includes meeting several core competencies.
- (b) **Membership:** Must be a current member of the NSWTA.
- (c) **Induction and Training:** Upon election, Directors must complete the induction and training procedures provided by the board.
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- (f) **Integrity:** Directors must commit to ethical conduct, transparency, and act in the best interests of the organisation, consistently demonstrating honesty and ethical behaviour in all professional activities.
- (g) **Meeting Attendance:** Directors are required to attend all board meetings, which are conducted six times per year, primarily on Thursday evenings. These meetings are currently held remotely, however face-to-face meetings may be scheduled when feasible. Directors must also attend three virtual Regional Director meetings, the NSWTA Annual General Meeting, the NSWTA Summit and Awards Dinner, and other NSWTA events when possible. If absence from any meeting is unavoidable, Directors must provide advance notice with an apology.

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- (i) **Committee Involvement:** Directors may be required to serve on board committees, bringing their expertise and insights to various organisational issues. Time commitments outside of scheduled meetings are flexible and depend on business needs and any specific roles the Director may have within committees or portfolios.
- (j) **Communication Protocol:** Directors should stay digitally connected through board communication channels, providing timely feedback and decisions as required. Communication with employees, especially on performance matters, should be directed exclusively through the General Manager, who is responsible for the day-to-day operations of the organisation.
- (k) **Community Engagement:** Directors are expected to actively promote the organisation within the community and periodically represent the board at NSWTA, Touch Football Australia (TFA), state body, and community events.
- (l) **Media Relations:** Directors should adhere to the organisation's Media Policy, making public comments only as authorised.

6. SPECIFIC REQUIREMENTS

- (a) Must reside within and be a member of an Affiliate within either the West South West Suns, Hunter Western Hornets, Northern Eagles or Southern Rebels Regions and located outside Sydney metropolitan area.

7. SKILLS AND COMPETENCIES

- (a) **Leadership:** Capable of leading and inspiring diverse teams to achieve strategic objectives.
- (b) **Strategic Planning:** Proficient in developing and implementing strategies that drive growth and development, ensuring alignment with the organisation's long-term goals.
- (c) **Negotiation:** Skilled in negotiating and mediating to resolve conflicts and promote the interests of the organisation and its stakeholders.
- (d) **Relationship Building:** Proven ability to establish and maintain strong, productive relationships with a broad range of stakeholders, fostering collaboration and trust.
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- (f) **Communication:** Exceptional verbal and written communication skills, with the ability to convey information and ideas clearly and effectively to diverse audiences.
- (g) **Problem Solving:** Strong analytical and problem-solving abilities to address challenges and seize opportunities.
- (h) **Governance:** Deep understanding of governance practices, strategic planning, and financial management, actively engaging in processes to ensure the organisation's long-term objectives are met.

8. KEY RESPONSIBILITIES

- (a) **Representation and Advocacy:** Actively represent country affiliates in board decisions and strategic planning processes. Serve as a voice for country affiliates concerns and priorities, ensuring they are integrated into the NSWTA's overarching strategies.

- (b) **Promotion and Development:** Promote and support the growth and development of the sport across all country areas. Identify and facilitate opportunities for enhancing participation and performance within country affiliates.
- (c) **Stakeholder Relationship Management:** Build and maintain strong relationships with key stakeholders, including affiliate members, sponsors, and community partners. Facilitate effective communication between the board and country affiliates to ensure alignment and collaboration.
- (d) **Financial Management and Risk Assessment:** Identify and assess potential risks affecting country affiliates and develop strategies to mitigate them.
- (e) **Monitoring and Evaluation:** Monitor the effectiveness of programs and initiatives aimed at regional development. Evaluate outcomes and report on progress to the board, recommending improvements where necessary.

POSITION STATEMENT – INTERESTED DIRECTOR (FINANCE)

1. POSITION TITLE

Interested Director (Finance)

2. ROLE TITLE

Finance Director

3. OVERVIEW

The Director plays a crucial role in guiding the organisation toward achieving its strategic goals while ensuring that all actions serve the best interests of the NSWTA. This role involves active participation in decision-making, strategic planning, governance, and promoting the organisation within the community. The Director must adhere to the highest ethical standards and maintain a comprehensive understanding of the organisation's policies and practices.

The Finance Director is responsible for overseeing all financial aspects of the organisation, including maintaining financial literacy among board members, advising on financial matters, and ensuring the development and implementation of robust financial policies and procedures. This role plays a key part in shaping the financial direction and sustainability of the NSWTA.

4. TERM APPOINTMENT

Interested Directors shall be elected in accordance with the NSWTA Constitution for a term of 2 years, which shall commence from the conclusion of the Annual General Meeting at which the election occurred until the conclusion of the second Annual General Meeting following. The Interested Director (Finance), Interested Director (Country), and one other Interested Director shall be elected in each year of odd number and the Interested Director (Technical) and one other Interested Director shall be elected, in each year of even number (NSWTA Constitution, Section 25.3).

5. MINIMUM REQUIREMENTS

- (a) **Eligibility:** The candidate is only eligible to stand for election as a Director at the next general meeting if approved by the Nominations Committee, in accordance with Section 7 of the NSWTA Board Nomination Charter. This approval includes meeting several core competencies.
- (b) **Membership:** Must be a current member of the NSWTA.
- (c) **Induction and Training:** Upon election, Directors must complete the induction and training procedures provided by the board.
- (d) **Conflict of Interest Disclosure:** Directors must immediately disclose any potential conflicts of interest, whether material or perceived, and adhere to the board's guidance on appropriate procedures.
- (e) **Professional Conduct:** Directors are expected to conduct board business with professionalism, courtesy, and fairness, avoiding any bias or personal animosity.
- (f) **Integrity:** Directors must commit to ethical conduct, transparency, and act in the best interests of the organisation, consistently demonstrating honesty and ethical behaviour in all professional activities.
- (g) **Meeting Attendance:** Directors are required to attend all board meetings, which are conducted six times per year, primarily on Thursday evenings. These meetings are currently held remotely, however face-to-face meetings may be scheduled when feasible. Directors must also attend three virtual Regional Director meetings, the NSWTA Annual General Meeting, the NSWTA Summit and Awards Dinner, and other NSWTA events when possible. If absence from any meeting is unavoidable, Directors must provide advance notice with an apology.

- (h) **Preparation and Participation:** Directors are expected to thoroughly review all board papers circulated before meetings and come prepared to engage in discussions and contribute meaningfully to decision-making.
- (i) **Committee Involvement:** Directors may be required to serve on board committees, bringing their expertise and insights to various organisational issues. Time commitments outside of scheduled meetings are flexible and depend on business needs and any specific roles the Director may have within committees or portfolios.
- (j) **Communication Protocol:** Directors should stay digitally connected through board communication channels, providing timely feedback and decisions as required. Communication with employees, especially on performance matters, should be directed exclusively through the General Manager, who is responsible for the day-to-day operations of the organisation.
- (k) **Community Engagement:** Directors are expected to actively promote the organisation within the community and periodically represent the board at NSWTA, Touch Football Australia (TFA), state body, and community events.
- (l) **Media Relations:** Directors should adhere to the organisation's Media Policy, making public comments only as authorised.

6. SPECIFIC REQUIREMENTS

- (a) Possess a finance or accountancy degree or have a minimum of 5 years of experience in a finance or accounting related role.
- (b) Proven ability to create, document, and implement comprehensive financial policies and procedures to ensure robust financial governance within the organisation.
- (c) Not hold a position on a NSWTA Region executive or general committee.

7. SKILLS AND COMPETENCIES

- (a) **Leadership:** Capable of leading and inspiring diverse teams to achieve strategic objectives.
- (b) **Strategic Planning:** Proficient in developing and implementing strategies that drive growth and development, ensuring alignment with the organisation's long-term goals.
- (c) **Negotiation:** Skilled in negotiating and mediating to resolve conflicts and promote the interests of the organisation and its stakeholders.
- (d) **Relationship Building:** Proven ability to establish and maintain strong, productive relationships with a broad range of stakeholders, fostering collaboration and trust.
- (e) **Financial Acumen:** Demonstrated expertise in budget management, financial planning, and risk assessment, with a focus on maintaining financial stability and supporting strategic initiatives.
- (f) **Communication:** Exceptional verbal and written communication skills, with the ability to convey information and ideas clearly and effectively to diverse audiences.
- (g) **Problem Solving:** Strong analytical and problem-solving abilities to address challenges and seize opportunities.
- (h) **Governance:** Deep understanding of governance practices, strategic planning, and financial management, actively engaging in processes to ensure the organisation's long-term objectives are met.

8. KEY RESPONSIBILITIES

- (a) **Financial Literacy and Advisory:** Ensure that the board maintains the necessary level of financial literacy to effectively manage the organisation. Provide expert advice on all financial matters to support informed decision-making by the board.
- (b) **Financial Policies and Procedures:** Oversee the creation, documentation, implementation and ongoing ownership of comprehensive financial policies and procedures to ensure robust financial governance and compliance within the organisation.
- (c) **Business Planning:** Collaborate with the General Manager and the board to develop and regularly review the organisation's Business Plan, ensuring alignment with the NSWTA's strategic goals.
- (d) **Ethical Oversight:** Ensure that both individual and board actions are conducted ethically, prioritising the integrity of the organisation and the betterment of the sport.
- (e) **Financial Reporting:** Report regularly to the board on the financial status of the organisation, including variances from the approved budget. Present a comprehensive financial report at the Annual General Meeting.
- (f) **Agenda and Committee Involvement:** Coordinate with the General Manager to ensure that necessary financial items are included in the board agenda. If applicable, chair the Finance Committee and participate in other board committees as required.
- (g) **Financial Oversight and Duties:** Personally manage assigned financial duties, including overseeing bookkeeping, banking, and asset management. Work with the Chair to ensure that financial records are maintained accurately, securely and are accessible. Oversee the collection and reception of all money due to the organisation and the making of all payments authorised by the organisation.
- (h) **Risk Management and Safeguards:** Ensure that the General Manager implements adequate financial control procedures and safeguards against fraud. Oversee the organisation's risk management strategies, including appropriate insurance coverage.
- (i) **Investment Strategy and Compliance:** Oversee the organisation's investment strategy, ensuring it aligns with the board's objectives, and report on its status. Work with the General Manager to ensure compliance with all applicable tax laws and regulations.
- (j) **Budgeting and Financial Monitoring:** Oversee the preparation of the organisation's annual budget and continuously monitor income and expenditure against it to ensure financial stability and accountability.

POSITION STATEMENT – INTERESTED DIRECTOR (TECHNICAL)

1. POSITION TITLE

Interested Director (Technical)

2. ROLE TITLE

Technical Director

3. OVERVIEW

The Director plays a crucial role in guiding the organisation toward achieving its strategic goals while ensuring that all actions serve the best interests of the NSWTA. This role involves active participation in decision-making, strategic planning, governance, and promoting the organisation within the community. The Director must adhere to the highest ethical standards and maintain a comprehensive understanding of the organisation's policies and practices.

The Technical Director requires oversight of technical aspects, including policy development, program management, and coordination with State Directors to ensure alignment with NSWTA's objectives.

4. TERM APPOINTMENT

Interested Directors shall be elected in accordance with the NSWTA Constitution for a term of 2 years, which shall commence from the conclusion of the Annual General Meeting at which the election occurred until the conclusion of the second Annual General Meeting following. The Interested Director (Finance), Interested Director (Country), and one other Interested Director shall be elected in each year of odd number and the Interested Director (Technical) and one other Interested Director shall be elected, in each year of even number (NSWTA Constitution, Section 25.3).

5. MINIMUM REQUIREMENTS

- (a) **Eligibility:** The candidate is only eligible to stand for election as a Director at the next general meeting if approved by the Nominations Committee, in accordance with Section 7 of the NSWTA Board Nomination Charter. This approval includes meeting several core competencies.
- (b) **Membership:** Must be a current member of the NSWTA.
- (c) **Induction and Training:** Upon election, Directors must complete the induction and training procedures provided by the board.
- (d) **Conflict of Interest Disclosure:** Directors must immediately disclose any potential conflicts of interest, whether material or perceived, and adhere to the board's guidance on appropriate procedures.
- (e) **Professional Conduct:** Directors are expected to conduct board business with professionalism, courtesy, and fairness, avoiding any bias or personal animosity.
- (f) **Integrity:** Directors must commit to ethical conduct, transparency, and act in the best interests of the organisation, consistently demonstrating honesty and ethical behaviour in all professional activities.
- (g) **Meeting Attendance:** Directors are required to attend all board meetings, which are conducted six times per year, primarily on Thursday evenings. These meetings are currently held remotely, however face-to-face meetings may be scheduled when feasible. Directors must also attend three virtual Regional Director meetings, the NSWTA Annual General Meeting, the NSWTA Summit and Awards Dinner, and other NSWTA events when possible. If absence from any meeting is unavoidable, Directors must provide advance notice with an apology.

- (h) **Preparation and Participation:** Directors are expected to thoroughly review all board papers circulated before meetings and come prepared to engage in discussions and contribute meaningfully to decision-making.
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- (k) **Community Engagement:** Directors are expected to actively promote the organisation within the community and periodically represent the board at NSWTA, Touch Football Australia (TFA), state body, and community events.
- (l) **Media Relations:** Directors should adhere to the organisation's Media Policy, making public comments only as authorised.

6. SPECIFIC REQUIREMENTS

- (a) Should have formal qualifications in relevant technical aspects of the sport, such as coaching, refereeing, and/or selecting. This ensures that the Technical Director has a deep understanding and expertise in the technical demands and regulations of the sport, enabling them to make informed decisions and provide proper guidance.
- (b) It is preferable that the Technical Director does not simultaneously hold the State Director position for Coach, Referee, or Selector.

7. SKILLS AND COMPETENCIES

- (a) **Leadership:** Capable of leading and inspiring diverse teams to achieve strategic objectives.
- (b) **Strategic Planning:** Proficient in developing and implementing strategies that drive growth and development, ensuring alignment with the organisation's long-term goals.
- (c) **Negotiation:** Skilled in negotiating and mediating to resolve conflicts and promote the interests of the organisation and its stakeholders.
- (d) **Relationship Building:** Proven ability to establish and maintain strong, productive relationships with a broad range of stakeholders, fostering collaboration and trust.
- (e) **Financial Acumen:** Demonstrated expertise in budget management, financial planning, and risk assessment, with a focus on maintaining financial stability and supporting strategic initiatives.
- (f) **Communication:** Exceptional verbal and written communication skills, with the ability to convey information and ideas clearly and effectively to diverse audiences.
- (g) **Problem Solving:** Strong analytical and problem-solving abilities to address challenges and seize opportunities.
- (h) **Governance:** Deep understanding of governance practices, strategic planning, and financial management, actively engaging in processes to ensure the organisation's long-term objectives are met.

8. KEY RESPONSIBILITIES

- (a) **Policy and Document Management:** Lead the development, review, and monitoring of technical policies and documents to ensure compliance with governance requirements.
- (b) **Strategic Planning and Coordination:** Oversee and review the Technical Plan and Calendar in collaboration with State Technical Directors and the General Manager. Monitor and coordinate budgetary plans, development grants, and Technical Directors' development.
- (c) **Leadership and Representation:** Provide leadership in technical policy discussions, represent State Directors and Panels at the board level, and contribute to issue resolution.
- (d) **Performance Monitoring:** Track and assess the performance of State Directors, their Panels, and technical budget management.
- (e) **Technical Expertise:** Maintain qualifications and experience in relevant technical areas, whilst possessing knowledge in equity issues in sport.

POSITION STATEMENT – INDEPENDENT DIRECTOR

1. POSITION TITLE

Independent Director

2. ROLE TITLE

Director

3. OVERVIEW

The Director plays a crucial role in guiding the organisation toward achieving its strategic goals while ensuring that all actions serve the best interests of the NSWTA. This role involves active participation in decision-making, strategic planning, governance, and promoting the organisation within the community. The Director must adhere to the highest ethical standards and maintain a comprehensive understanding of the organisation's policies and practices.

4. TERM APPOINTMENT

The Independent Director shall be appointed by the Interested Directors in accordance with the NSWTA Constitution for a term of 1 year, which shall commence six weeks after the Annual General Meeting until six weeks after the conclusion of the next Annual General Meeting following (NSWTA Constitution, Section 26.3). Any Independent Director casual vacancy may be filled by the Interested Directors from among appropriately qualified persons, for the remainder of the Director's term (NSWTA Constitution, Section 27.3).

5. MINIMUM REQUIREMENTS

- (a) **Membership:** Is not required to be a current member of the NSWTA.
- (b) **Induction and Training:** Upon election, Directors must complete the induction and training procedures provided by the board.
- (c) **Conflict of Interest Disclosure:** Directors must immediately disclose any potential conflicts of interest, whether material or perceived, and adhere to the board's guidance on appropriate procedures.
- (d) **Professional Conduct:** Directors are expected to conduct board business with professionalism, courtesy, and fairness, avoiding any bias or personal animosity.
- (e) **Integrity:** Directors must commit to ethical conduct, transparency, and act in the best interests of the organisation, consistently demonstrating honesty and ethical behaviour in all professional activities.
- (f) **Meeting Attendance:** Directors are required to attend all board meetings, which are conducted six times per year, primarily on Thursday evenings. These meetings are currently held remotely, however face-to-face meetings may be scheduled when feasible. Directors must also attend three virtual Regional Director meetings, the NSWTA Annual General Meeting, the NSWTA Summit and Awards Dinner, and other NSWTA events when possible. If absence from any meeting is unavoidable, Directors must provide advance notice with an apology.
- (g) **Preparation and Participation:** Directors are expected to thoroughly review all board papers circulated before meetings and come prepared to engage in discussions and contribute meaningfully to decision-making.
- (h) **Committee Involvement:** Directors may be required to serve on board committees, bringing their expertise and insights to various organisational issues. Time commitments outside of scheduled meetings are flexible and depend on business needs and any specific roles the Director may have within committees or portfolios.

- (i) **Communication Protocol:** Directors should stay digitally connected through board communication channels, providing timely feedback and decisions as required. Communication with employees, especially on performance matters, should be directed exclusively through the General Manager, who is responsible for the day-to-day operations of the organisation.
- (j) **Community Engagement:** Directors are expected to actively promote the organisation within the community and periodically represent the board at NSWTA, Touch Football Australia (TFA), state body, and community events.
- (k) **Media Relations:** Directors should adhere to the organisation's Media Policy, making public comments only as authorised.

6. SPECIFIC REQUIREMENTS

- (a) The Independent Director may have specific skills in commerce, finance, marketing, information technology, human resources, law or business generally or such other skills which complement the board composition but need not have experience in or exposure to the sport of Touch. They do not need to be Members of the Association (NSWTA Constitution, Section 26.2).
- (b) This role provides the board with the flexibility to appoint a Director who can fill a specific gap identified in the board skills matrix or bring expertise in a particular area that is crucial for the organisation at a given time. This ensures that the board is well-equipped with the necessary skills and knowledge to address the organisation's evolving needs, challenges, and strategic opportunities.

7. SKILLS AND COMPETENCIES

- (a) **Leadership:** Capable of leading and inspiring diverse teams to achieve strategic objectives.
- (b) **Strategic Planning:** Proficient in developing and implementing strategies that drive growth and development, ensuring alignment with the organisation's long-term goals.
- (c) **Negotiation:** Skilled in negotiating and mediating to resolve conflicts and promote the interests of the organisation and its stakeholders.
- (d) **Relationship Building:** Proven ability to establish and maintain strong, productive relationships with a broad range of stakeholders, fostering collaboration and trust.
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- (h) **Governance:** Deep understanding of governance practices, strategic planning, and financial management, actively engaging in processes to ensure the organisation's long-term objectives are met.

POSITION STATEMENT – CHAIRPERSON

1. POSITION TITLE

Chairperson

2. ROLE TITLE

Chair

3. OVERVIEW

The Chair provides strategic leadership to the organisation, ensuring that its objectives, goals, and mission are upheld. The Chair oversees board meetings, strategic planning, and procedural compliance, while also managing the recruitment, performance review, and succession planning of the General Manager.

Additionally, the Chair ensures ethical conduct, legal compliance, and effective financial management in collaboration with the board and the General Manager, playing a critical role in the organisation's overall governance and long-term sustainability.

4. TERM APPOINTMENT

The Interested Directors shall appoint a Chairperson from amongst their number by majority vote. The Chairperson shall hold that office for such term as determined by the Interested Directors but only whilst the person holds office as an Interested Director (NSWTA Constitution, Section 28.7).

5. MINIMUM REQUIREMENTS

- (a) **Eligibility:** The candidate is only eligible to stand for election as a Director at the next general meeting if approved by the Nominations Committee, in accordance with Section 7 of the NSWTA Board Nomination Charter. This approval includes meeting several core competencies.
- (b) **Membership:** Must be a current member of the NSWTA.
- (c) **Induction and Training:** Upon election, Directors must complete the induction and training procedures provided by the board.
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- (k) **Community Engagement:** Directors are expected to actively promote the organisation within the community and periodically represent the board at NSWTA, Touch Football Australia (TFA), state body, and community events.
- (l) **Media Relations:** Directors should adhere to the organisation's Media Policy, making public comments only as authorised.

6. SPECIFIC REQUIREMENTS

- (a) Neither an Independent Director or an individual appointed under clause 27.3 (a) are eligible to be appointed Chairperson (NSWTA Constitution, Section 28.7).
- (b) Only an elected Director, that is an Interested Director, can be elevated to fill the casual vacancy of the Chairperson (NSWTA Constitution, Section 27.3).

7. SKILLS AND COMPETENCIES

- (a) **Leadership:** Capable of leading and inspiring diverse teams to achieve strategic objectives.
- (b) **Strategic Planning:** Proficient in developing and implementing strategies that drive growth and development, ensuring alignment with the organisation's long-term goals.
- (c) **Negotiation:** Skilled in negotiating and mediating to resolve conflicts and promote the interests of the organisation and its stakeholders.
- (d) **Relationship Building:** Proven ability to establish and maintain strong, productive relationships with a broad range of stakeholders, fostering collaboration and trust.
- (e) **Financial Acumen:** Demonstrated expertise in budget management, financial planning, and risk assessment, with a focus on maintaining financial stability and supporting strategic initiatives.
- (f) **Communication:** Exceptional verbal and written communication skills, with the ability to convey information and ideas clearly and effectively to diverse audiences.
- (g) **Problem Solving:** Strong analytical and problem-solving abilities to address challenges and seize opportunities.
- (h) **Governance:** Deep understanding of governance practices, strategic planning, and financial management, actively engaging in processes to ensure the organisation's long-term objectives are met.

8. KEY RESPONSIBILITIES

- (a) **Leadership and Governance:** Provide leadership to the organisation, ensuring that its objectives, goals, and mission are upheld. Work with the General Manager and the board to guide the organisation's development in a direction that aligns with ethical, environmental, and social responsibilities. Oversee the production and regular review of the organisation's Strategic Plan, ensuring it remains relevant and effective.

- (b) **Meeting and Procedural Management:** Ensure that appropriate meeting standing orders are established and followed. Collaborate with the General Manager to prepare the agenda in advance of board meetings. Chair board meetings in accordance with Standing Orders, ruling on procedural issues as necessary. Report on the organisation's status at the Annual General Meeting. Chair board meetings and serve on other board committees as required.
- (c) **Board and Committee Oversight:** Liaise with board committee chairs, reporting to the board on relevant issues. Assign administrative duties to board members and volunteers, ensuring these responsibilities are clearly defined and executed. Oversee the recruitment, induction, and training of board members, as well as their assessment, review, and renewal.
- (d) **General Manager and Staff Oversight:** Ensure that appropriate recruitment, personnel, and performance policies and procedures are in place for the General Manager and other staff. Oversee the recruitment and annual performance review of the General Manager, ensuring proper succession planning. Serve as the primary liaison with the General Manager and, through them, the staff, addressing staff management issues in consultation with the General Manager.
- (e) **Ethical and Legal Compliance:** Ensure that the board and organisation operate in an ethical manner, prioritising the betterment of the sport. Oversee the management of the organisation's grievance procedures and ensure the harmony of board deliberations. Work with the General Manager in negotiations with other organisations, reporting outcomes to the board. Oversee staff to ensure that all legal requirements are met, documented, and featured in the procedures manual.
- (f) **Financial and Risk Management:** Collaborate with the Interested Director (Finance) to oversee the General Manager's management of financial control procedures and the implementation of risk management strategies.
- (g) **Succession Planning:** Manage, in partnership with the board, the succession planning for the position of Chairperson, ensuring continuity of leadership.