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ATHRA BOARD MEMBER – CHAIRPERSON (DEVELOPMENT)

STATUS: This position holds a place on the

EXECUTIVE COMMITTEE/ BOARD MEMBER

TERM: The terms of this position are as follows:

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| Time Frame: | Must be available for period of tenure (indicatively 2 years) |
| Resources: | Out of pocket expenses - Phone travel consumables (approved by the committee) |
| Recognition & Reward: | Reduced fees, suitable gift on completion of this term (approved by the committee) Honorarium as approved |

OBJECTIVES OF THE POSITION:

Motivate the executive committee/board to maintain a positive, modern, forward-thinking approach to the growth and development of ATHRA through the implementation of modern governance, a modern constitution and updated policies and procedures.

As the leader, represent ATHRA in a professional, positive and appropriate manner in accordance with each situation.

As the leader of the executive committee/board, ensure a high standard of volunteer management practices is maintained.

Ensure the Board is implementing the mission and vision of ATHRA and the operational requirement in accordance with the Association's financial capacity.

Facilitate and encourage positive, effective and efficient decision-making processes based on sound information, modern financial management practices and clear judgment.

KEY OBJECTIVE FOR THIS POSITION

To lead the volunteers and any paid staff positively through the ongoing growth and development of ATHRA on behalf of and for the benefit of the existing and potential members from the community.

FUNCTION OF THE POSITION:

Provide leadership, motivation and organisation direction/focus.

Ensure the legal and financial requirements of the Association are met, the constitution is upheld and policies and procedures are implemented at all times.

Represent ATHRA appropriately.

INTERACTION: The position will be expected to interact with these committee/individual positions:

| | | |
|-------------------------------|------------------------------------|--------------------|
| Regional Managers | Members/stakeholders | General public |
| Executive Committee and Board | External parties (sponsors, media) | Corporate partners |
| Groups and Sub-committees | Government agencies | Staff |

OUTCOMES /PERFORMANCE MEASURES

| OUTCOME | KPI (HOW WE WILL MEASURE SUCCESS) |
|---|--|
| Strong motivation and volunteer management | The Executive Board is fully supportive of you and is enthusiastic and committed to the progress of the ATHRA |
| Legal requirements, constitution, policies and procedures | All legal requirements have been completed within the timeframes. The constitution has been adhered too/updated. ATHRA's policies/procedures have been implemented on a day to day basis &updated where necessary. |
| Strong leadership | ATHRA has been represented professionally, positively and appropriately according to each situation. |
| Improved development of the Association | Regular evaluation and monitoring of the strategic and operational objectives has taken place to meet the goals of ATHRA. |

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| VISION | Improve and develop ATHRA and secure its future. |
| VALUES | Develop ATHRA in order to promote our members, volunteers and spectators whilst delivering their needs. |
| GOAL | Develop ATHRA to meet its aims, goals and objectives. |

TRAINING REQUIREMENTS FOR THIS POSITION: The holder of this position requires training in these areas in order to promote success:

Training as determined by the Board.

POLICIES & PROCEDURES REQUIRED TO UNDERTAKE THIS POSITION

| POLICY &/OR PROCEDURE | Y/N | POLICY &/OR PROCEDURE | Y/N |
|-------------------------------------|-----|---------------------------------------|-----|
| Volunteers' Code Of Conduct | Y | Support | Y |
| Volunteer training | Y | Computer literacy | Y |
| Volunteer management | Y | Children and young people | Y |
| Risk management | Y | Child protection | Y |
| Equal opportunity | Y | Substance and alcohol abuse | Y |
| Harassment | Y | Discrimination | Y |
| Grievance procedures | Y | Incorporation requirements | Y |
| Recruitment selection and placement | Y | Code of Conduct – technical personnel | Y |
| Disciplinary action | Y | Code of Conduct – compliance by all | Y |

REVIEW OF POSITION DESCRIPTION:

This position description will be reviewed

DATE / / BY **Entire Board**

Was conducted in consultation with the person/s holding this position

REVIEW OF POSITION PERFORMANCE:

This individuals performance will be reviewed

DATE / / BY **2 persons elected by the Board + 1 external person**

Was conducted in consultation with the person/s holding this position

SIGN OFF

I have read and understood all the policies, procedures, incorporation, and legislation requirements expected of this position.

I hereby agree that I am able to carry out the requirements as detailed and I agree to uphold the vision, values, goals and policies of the Association that elected me to this position.

I hereby agree to regularly attend committee meetings, special meetings and Association functions required of my position.

I accept that if I am unable to complete my responsibilities in accordance with the determined expectations, that I **will vacate** the position immediately; and/or acknowledge the Association will have the right to declare the position vacant.

POSITION HOLDER**NAME****SIGNATURE****DATE**

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WITNESSED BY**NAME****SIGNATURE****DATE**

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This document is supported by a "Task Sheet" which clarifies the specific tasks, risks levels and timeframes for completion for this position.