

Non-Executive Board Director

Position Details

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| Location: Flexible from a home office | Reports to: Chair of the Board |
| Classification: Volunteer (Expenses reimbursed) | Hours: Preparation and attendance at Board meetings (2 hours of preparation and 1-2 hours attendance every month) Additionally membership of at least 1 Board committee which meet every month for 60-90 minutes |
| Last Revised: 11 th September 2023 | Term: 3 years |

Primary Purpose of the Position

A skills-based Board of elected and appointed directors leads Disability Sports Australia. The Board's role encompasses the governance of the organisation and to provide strategic leadership by way of:

- Providing strategic direction for the organisation;
- Effective oversight of management;
- Adoption of an annual budget and providing fiscal oversight;
- Recruiting, orientating, and developing Board members;
- Appointing and managing the performance of the General Manager;
- Evaluates the Board's performance and overall performance of DSA in achieving its mission; and
- Monitoring key financial and non-financial risk areas by ensuring the implementation of an effective risk management and internal control framework.

Organisational Environment

Disability Sports Australia (DSA) is one of Australia's nine (9) National Sporting Organisations for people with disabilities (NSODs), all of whom share a common purpose to improve the lives of Australians living with disabilities using sport as the medium.

Disability Sports Australia is a member of the Australian Sporting Alliance for People with a Disability (ASAPD) which as a representative alliance between eight National Sporting Organisations for People with a Disability (NSODs) collaborates, advocates, and facilitates inclusive sport and physical activity for people with a disability, impairment, or limitation.

Our vision is: Active lives for all Australians with disability.

Our mission is: To enable more Australians with disability to be more active more often.

Promoting sport and active recreation, DSA aims to connect Australians with disabilities to local active adaptive opportunities.

DSA marshals the efforts of highly committed and active disability sports and active recreation groups across Australia.

Key Outcomes/Accountabilities

- Oversee the business and affairs of DSA, including its control and accountability systems;
- Ensure that the objectives of DSA are clearly established, including short, medium and long term goals, and that there are strategies in place to achieve these goals;
- Appointment and removal of the General Manager;
- Monitoring and providing feedback of the performance of the General Manager;
- Approving succession plans for management;
- Monitoring implementation of strategy, and ensuring appropriate resources are available;
- Providing strategic advice to the General Manager;
- Approving strategy, major operational plans and performance objectives;
- Ensuring that DSA budgets are in place, and monitoring performance against these budgets;
- Approving and monitoring financial and other reporting including that the financial statements for DSA are true and fair and otherwise conform with law;
- Reviewing and ratifying systems of risk management and internal compliance and control to ensure appropriate compliance frameworks and controls are in place, including ensuring that appropriate conflict identification and management practices are in place;
- Monitoring and ensuring compliance with legal and regulatory requirements and ethical standards and policies, including the Directors' statutory obligations;
- Approving the appointment of external auditors;
- Determining all policies governing the operation of the Company.

General

As a Director you are expected to:

- Have fully read all papers relating to agenda items;
- Apply critical thinking using your skills, knowledge, and experience;
- Give adequate consideration to any matters for decision;
- Raise questions and make enquiries when you need more information;
- Make sure that any of the Board's delegates are qualified, reliable and competent to carry out the duties given to them; and

- Make sure that you have been provided with accurate, relevant and timely information to make any decision that will affect DSA.

Essential Knowledge, Skills, and Experience

The specific Director skill set sought for the Board are based on DSA's current strategic priorities and the Board Skills Matrix.

The Nominations and Remuneration Committee has assessed the board's current skills composition and future strategic needs.

Candidates must have skills, knowledge, and experience in at least two or more of the requirements below when applying.

- Demonstrated experience as a non-executive director in a complex and dynamic organisation, with previous accountability for financial performance.
- High-level financial management skills, including overseeing budgets, financial reports, audits and risk management frameworks.
- Experience of leading an organisation and delivering high-quality outcomes for stakeholders.
- A sound knowledge and appreciation of governance and Board processes, legal frameworks, and data protection standards in the sport industry.
- An excellent communicator and negotiator, with the ability to engage and influence government and public sector partners, sponsors, donors, and media.
- Proven track record of effective advocacy and stakeholder engagement with state and federal governments and other relevant bodies and agencies.
- Extensive knowledge and experience in commercial development, including securing and managing corporate sponsorships, fundraising campaigns, and high-net-worth philanthropy.
- Proven ability to promote a culture of integrity, openness and debate.
- Ability to identify and pursue new revenue generation opportunities and commercialise the organisation's assets and services.
- Relevant legal qualifications and expertise, preferably in areas such as corporate governance, contracts, intellectual property and compliance.
- Working knowledge of risk management and assessment principles and framework.
- Sound understanding of the requirements of the Corporations Act 2001 and Director's duties including the financial competence associated to operate effectively as a Board member.

Preferred Knowledge Skills and Experience

- Personal experience or understanding of living with a disability or supporting someone with a disability.
- Knowledge and awareness of the disability sports sector in Australia, including the current challenges, trends, and best practices.
- Proven experience of stakeholder engagement strategies and the ability to influence senior stakeholders.
- Knowledge of the [Australian Sports Commission Sport Governance Principles](#).

Legal

As a Director, you must comply strictly with your legal, statutory and equitable duties as an officer DSA in all capacities. Broadly, these duties are to:

- Subject to the Corporations Act, act in good faith and in the best interests of DSA;
- Act with due care and diligence;
- Act for a proper purpose;
- Avoid conflicts of interest or duty; and
- Refrain from making improper use of information gained through your office or taking improper advantage of your office.

As a Director, you have an overriding obligation to comply with the duties imposed on officers and directors under the Corporations Act.

You must also take all steps reasonably necessary to ensure that DSA complies with the Corporations Act and general law (including fiduciary duties as trustee)

Other Relevant Requirements

Disability Sports Australia provides a safe, fair and welcoming environment.

We are committed to providing equal opportunities to all regardless of disability, gender identity, sexual orientation or ethnicity and we encourage anyone who holds the relevant skills and experience to apply for our roles.