



BOARD DIRECTOR SOFTBALL WA DUTY STATEMENT

POSITION DESCRIPTION

About Softball WA:

Softball WA (SWA) is the governing body for the sport of softball in Western Australia. A Board oversees softball activities within Western Australia for the overall benefit of our membership. Our staff and wide range of highly competent volunteers are committed to providing quality service in softball programs and events, as well as promotion of softball. We seek to provide value to affiliated Clubs, and to their registered members.

SWA's Mission: To grow the game of softball and provide opportunities for all.

SWA Vision: To create a united softball community throughout the state.

Strategic Focus Areas & Objectives:

Communication: Implement a strategy to effectively listen to, communicate with and engage at all levels of the Softball WA membership and stakeholders.

Facilities: Establish and have a network of well-managed and maintained facilities for softball throughout the state.

Participation and Development: Increased and improved participation in all areas of the sport and ensure all new and existing players, coaches, officials and administrators are provided opportunities to develop along their relevant pathway.

Talent Development: Enhance Softball WA's current Talent Development programs by creating external partnerships and provide quality training and competition opportunities for high achieving participants.

Softball Sustainability: Improve the organisational capacity across all of the sport and develop existing and new partnerships to ensure softball is sustainable into the future and can deliver on its plan.

Primary Purpose of the Role and Expectations

Introduction

The Board of Directors of Softball WA is responsible for and provides leadership and governance over the strategy, performance, compliance and risk of the association.

The Board is bound by a range of formal authorities granted by (including but not limited to):

- SWA Constitution and Regulations.
- SWA Policies and Procedures.

Major Responsibilities of the Board

- Leadership and governance of the organisation.
- Board management, succession and performance evaluation.
- Strategy formulation and approval.
- CEO selection, monitoring, evaluation, succession, remuneration and, when necessary removal.
- Ensuring effective governance processes are implemented.
- Determining the values and culture of the Board.
- Ensuring appropriate risk management is in place.
- Compliance with the law and the requirements of regulators.
- Financial control and monitoring solvency.
- Development of delegation authorities.
- Policy formulation and review.
- Determining committees to assist the Board.
- Communication with key stakeholders and members.
- Be actively involved in at least one of the organisations Board sub-committees.

Length of Term

Elected or appointed Board Members shall serve a two-year term with staggered retiring dates.

Meeting and Time Commitment

Board Meetings are held on the fourth Wednesday of every month generally starting at 6pm. They are either held at the Mirrabooka International Softball Stadium or the Department of Sport and Recreation, Leederville.

Expectations of Directors

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate in at least one of the Board sub-committees, and serve on ad-hoc committees as required.
- Be alert to the Softball WA's communities concerns, risks and challenges that effect the organisation's strategic direction and every day business.
- Help communicate and promote Softball WA's mission, programs and activities to the community.

- An ability to understand and generate discussion on finances, budget and financial/resource needs for Softball; WA
- Understand the policies and procedures of Softball WA
- Declare conflicts of interest
- To maintain Association membership confidence to the integrity of the Board, it is essential that Directors of the Board are seen to exhibit the highest ethical standards in carrying out their duties.
- Directors must pursue, and must be seen to pursue, the best interest of the Association and its members. Directors must perform their duties impartially, with professionalism, objectivity and integrity.

Service as a Softball WA Director is without remuneration, except for administrative support, travel and accommodation costs in relation to Directors' duties.

Key Relationships

Internal: Softball WA Staff, Other Board Members and relevant Committees

External: Associations, Clubs, delegates, event volunteers, service deliverers, sponsors, Softball Australia, Department of Sport and Recreation, sponsors and other State Sporting Association's

Skills

Applicants are requested to identify within their application which key skills they can offer to the organisation (listed in no particular order):

- Risk Management
- Finance
- Facilities
- Information and Communication Technology
- Marketing
- Business Development
- Corporate or Private Sector Experience
- Negotiation and Influence
- Governance
- Local / State Government Knowledge
- Working knowledge of softball and/or the not-for-profit sector in particular the sporting landscape.

In addition, they should also identify briefly how they align with the Leadership Model on page 4.

Experience

- Board experience preferred
- Commercial experience, including business development
- Finance
- Executive leadership

- Governance
- Network of executives in both governance and corporate sectors.

Qualifications

Highly desirable:

- Professional qualifications
- AICD accreditation

Contact

For further information about the role of Board Directors or the organisation, please contact:

Current Softball WA Chairman:

Nicole Winstone

nwinstone@westnet.com.au

0413 595 390

Current Softball WA CEO:

Kristy Bryan-Smith

ceo@softballwa.org.au

6181 3901

Leadership Model

Softball WA is seeking leaders who align with one or more of the below behaviours. Board nominees are asked to indicate briefly how they align with the below model.

