

Position Description – President

1. Position Title: President Archery Victoria

2. Purpose of the Position: The President serves as the ultimate leader and ambassador, responsible for setting the vision, strategic direction, and ensuring Archery Victoria's overall operations are efficient, financially sound and compliant with legislation its rules and regulations. Key duties include chairing meetings, representing Archery Victoria to external stakeholders, fostering a positive culture, and overseeing the implementation of strategic plans to achieve the organization's goals.

3. Key Responsibilities:

- **Leadership & Governance:**
 - Provide vision and strategic direction, ensuring activities align with the Archery Victoria's mission and values.
 - Work with the Chief Financial Officer to implement strong financial controls to protect the cash and assets of Archery Victoria.
 - Chair Board meetings and President's forums, facilitating effective communication and decision-making.
 - Ensure Archery Victoria's activities are run efficiently, effectively, and in line with its constitution, Policies and rules.
 - Act as a signatory and monitor financial matters, ensuring compliance with financial obligations.
 - Ensure all necessary legal and compliance obligations are met.
- **Strategic Planning & Vision:**
 - Develop and execute strategic plans to achieve Archery Victoria's goals and objectives.
 - Ensure that Archery Victoria has clearly defined vision, mission, and values to guide its culture and decisions.
 - Facilitate planning and ensure that Archery Victoria has clearly defined goals and objectives, with documented strategies and implementation plans on how they will be achieved in the immediate future.
- **External Representation & Communication:**
 - Act as the primary spokesperson and ambassador for Archery Victoria, representing it to metropolitan, regional, and national stakeholders.
 - Assist in the development of partnerships with sponsors, funding agencies, local and state government, and organisations relevant to the goals of Archery Victoria.
 - Build and maintain positive relationships with members, Archery Australia, other RGBs, affiliated Clubs, and relevant external bodies.
- **Management & Culture:**
 - Ensure the necessary policies and procedures are in place to protect the health, safety and wellbeing of all members.
 - Work with Clubs to ensure all complaints and disputes are immediately investigated and responded to according to Archery Victoria's policies and procedures.
 - Ensure all sub-committees and Board members fulfill their responsibilities.
 - Support and guide other Board members, fostering a collaborative working environment.
 - Promote a positive and supportive culture for all members.
 - Address complaints and disputes according to Archery Victoria policies and procedures.
 - Act as a signatory for Archery Victoria in all legal and financial purposes.

4. Desirable Attributes:

- Strong ability to inspire, lead, manage people, and delegate tasks effectively.
- Excellent communication skills are essential for effective leadership and member engagement.
- An understanding of sound budgeting and financial management.
- A good working knowledge of legal obligations, the organisation's constitution, rules, and the duties of other office bearers.
- The ability to work effectively and collaboratively with other Board members.
- Maintaining unbiased and impartial views, be honest, fair and have a commitment to acting in the best interests of members on issues.

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- Receptive to change and willing to adapt to new ideas and requirements.
- The ability to maintain confidentiality on relevant matters.
- Effective decision-making and problem-solving skills are crucial.

5. Selection Criteria:

- Experience: Demonstrated experience in a leadership role in a not-for-profit, volunteer-based organisation or similar.
- Management Skills: Strong management skills, ability to delegate and work collaboratively with other Board members. Well-developed decision-making skills. Experience with planning and operations. Sound financial management skills.
- Communication Skills: Strong interpersonal and communication abilities to effectively liaise between the Board, Club administrators and external parties.
- Commitment: Willingness to dedicate time to attend meetings and actively lead Archery Victoria.
- Teamwork: Ability to work collaboratively within a team environment to achieve common goals.
- Development: Willingness to undertake relevant training in policy and compliance issues.

6. Other Relevant Factors:

- Background checks: Current Working with Children Check is mandatory.
- Complete and sign the Member Protection Declaration and return it to secretary@archeryvic.org.au.

7. Appointment Details:

- The Board consists of up to nine members of which 40% must be female: The President and Vice President must be of opposite genders.
- Board Members will serve a term of 36 months, inclusive of any time previously served as a Board appointee. Members may be reappointed based on performance and the needs of the Board, for a maximum cumulative service of nine (9) years.
- Meetings: The Board convenes at least monthly, with additional meetings scheduled as necessary E.g. President's Forums.

8. Reporting Structure: Archery Victoria Board reports to the President.

9. Performance Review: Performance will be reviewed annually by the Archery Victoria Board to assess effectiveness in meeting objectives and to identify areas for improvement.

10. Confidentiality: The President is expected to maintain confidentiality regarding sensitive information discussed within the Board and in communications with the Board.

11. Code of Conduct: The President must adhere to Archery Victoria's Policies and Codes of Conduct, demonstrating professionalism and respect in all interactions. If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the Board or Archery Victoria, they should immediately notify the Secretary of the conflict. Must display the vision and values of Archery Victoria at all times.

12. Application Process: Interested candidates should submit an application addressing the selection criteria to secretary@archeryvic.org.au. Shortlisted candidates may be contacted for an interview.

Applications for the committee to include;

- Name;
- Club;
- Archery Experience; and
- What do you hope to achieve in the role.

This position description is subject to review and amendment by the Archery Victoria Board as necessary.