

Title:	Position Description	Subject:	Board Member
No:	4000-PD-05	Version:	01
Approved Date:	15/08/2025	Replaces:	New
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Position Description – Board Member

1. Position Title: Board Member Archery Victoria

2. Purpose of the Position: Board members act in the Archery Victoria's best interest with care and diligence, ensuring good governance by overseeing strategy and financial integrity, and upholding legal and ethical standards. They assist with strategic planning, financial oversight, risk management, policy development, and ensuring compliance with relevant legislation and Archery Victoria's Rules of Association. Board members also engage with stakeholders, build partnerships, and champion the Archery Victoria's mission and values.

The Board Member is an elected position, and may be appointed to other roles within the Board by the Board in accordance with the Rules of Association (as amended from time to time).

3. Key Responsibilities:

- Assist in determining Archery Victoria's strategic direction and ensure it is effectively implemented.
- Oversee the performance of the Board against agreed-upon goals and objectives.
- Ensure the integrity of financial and other reports and that robust controls and risk management systems are in place.
- Approve and monitor policies and procedures.
- Ensure financial health and responsible management of the Archery Victoria's resources.
- Scrutinize financial information and performance.
- Review auditors report and discuss financial findings.
- Act honestly, in good faith, and for the best interests of Archery Victoria.
- Exercise a duty of care and diligence in all duties.
- Understand and adhere to the Archery Victoria's Rules of Association, and relevant legislation.
- Avoid conflicts of interest and improper use of information.
- Consider the interests of all stakeholders, including members, sponsors, and the broader community.
- Work collaboratively with other board members.
- Engage with existing and potential sponsors.
- Promote a culture of high performance and accountability.
- Support the Archery Victoria's vision, mission, and values.

4. Desirable Attributes:

- Possess a general understanding of corporate governance, financial management, and risk management principles.
- Working knowledge of the organisation's constitution, rules, policies, procedures.
- The ability to work effectively and collaboratively with other Board members, and to effectively liaise with various stakeholders and members
- The ability to maintain confidentiality on relevant matters and when handling sensitive information.
- The ability to think strategically, analyse information, and contribute to effective decision-making.
- A high level of personal integrity and a commitment to ethical behaviour.
- An understanding of Archery Victoria's structure at various levels.
- Proficiency in digital technologies and social media.
- A commitment to the organization's success, a willingness to learn, and an ability to represent the organisation effectively.

5. Selection Criteria:

- Experience: Demonstrated experience in a support role in a not-for-profit, volunteer-based organisation or similar life experiences.
- Management Skills: Ability to work collaboratively with other Board members. Well-developed decision-making skills.
- Communication Skills: Strong interpersonal and communication abilities to effectively liaise between the Board, Club administrators and external parties.

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- **Commitment:** Willingness to dedicate time to attend meetings, and general tasks essential to Archery Victoria's effective and efficient running.
- **Teamwork:** Ability to work collaboratively within a team environment to achieve common goals.
- **Development:** Willingness to undertake relevant training in IT, 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 Member reports directly to the Archery Victoria Board.
- 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 Member attends meetings at least monthly, with additional meetings scheduled as necessary.

8. Reporting Structure: The Board Member reports directly to the Archery Victoria Board.

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 Board Member is expected to maintain confidentiality regarding sensitive information discussed within the Board and in communications with the Board.

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