

Title:	Position Description	Subject:	Members Representative
No:	4000-PD-06	Version:	01
Approved Date:	15/08/2025	Replaces:	New
Review Date:	15/08/2027	Pages:	2

Position Description – Members Representative

1. Position Title: Members representative Archery Victoria

2. Purpose of the Position: Member Representative's acts as a liaison between members and the Archery Victoria Board, advocating for member interests on committees, communicating relevant information, and contributing to member retention and engagement strategies, and upholding Archery Victoria's policies and procedures while fostering positive relationships.

The Member Representative's is an elected position, and is a Board Member elected by the affiliated Clubs in accordance with the Rules of Association (as amended from time to time).

3. Key Responsibilities:

- Serve as the primary point of contact for affiliated Club members, relaying information between club members and the Board.
- Represent club members' interests, concerns, and feedback during discussions and decision-making processes.
- Share information about Archery Victoria's policies, upcoming events, and strategic initiatives with club members.
- Promote Clubs involvement, encourage participation, and assist in recruiting new members.
- Foster positive and productive relationships with affiliated Clubs through active listening and responsiveness to their needs.
- Attend Board meetings, contribute to discussions, and provide input from a member-centric perspective.
- Maintain a thorough knowledge of the Archery Victoria's policies and ensure they are communicated and followed by members.
- Gather feedback from Clubs to identify areas for improvement in services to members.
- Assist with the maintenance of Archery Victoria website and associated social media outlets.
- Assist in determining Archery Victoria's strategic direction and ensure it is effectively implemented.
- Work collaboratively with other board members.
- Promote a culture of high performance and accountability.
- Support the Archery Victoria's vision, mission, and values.

4. Desirable Attributes:

- Excellent verbal and written communication skills for clear and effective interactions with the Board and Club members.
- Ability to build rapport, network, and establish positive relationships with diverse individuals.
- Ability to manage tasks, facilitate processes, and contribute to team performance.
- Ability to act as a leader and spokesperson representing the views of Club members.
- Possess maturity, tact, and the ability to understand and address member concerns effectively.
- Maintain a good understanding of the Archery Victoria's relevant policies, procedures, codes of conduct and regulatory frameworks.
- Ability to act in good faith and uphold the best interests of the Club 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.

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- **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 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 Member Representative 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 Member Representative attends meetings at least monthly, with additional meetings scheduled as necessary.

8. Reporting Structure: The Member Representative 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 Member Representative is expected to maintain confidentiality regarding sensitive information discussed within the Board and in communications with the Board.

11. Code of Conduct: The Member Representative must adhere to Archery Victoria's Policies and Codes of Conduct, demonstrating professionalism and respect in all interactions.

If at any stage the Member Representative 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 Member Representative 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.