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| Decorative   |  | | --- | | Sport - Position Description | | Victorian Institute of Sport | |

# Board Chairperson

## Position details

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| **Title:** | **Chair, Victorian Institute of Sport** |
| **Work Location:** | Lakeside Stadium, Albert Park |
| **Employment Type:** | Voluntary, Part-time |

**Organisational Environment**

## Victorian Institute of Sport

The Victorian Institute of Sport Limited (VIS) was set up to assist the development of Victoria’s best athletes. It was established by the State Government in 1990.

## The board of the Victorian Institute of Sport

Article 26 of the Articles of Association for the VIS states that ‘there shall not be less than three Directors, and all shall constitute of the Board of Directors’. It is customary for there to be around eight Directors on the Board.

Article 27 provides that the Minister administering the *Sport and Recreation Act 1972* shall be entitled to appoint and remove the Directors.

Article 28 provides for the Minister to appoint one of the Directors to be the Chair.

**Organisational Vision and Values**

**Our vision**

Inspiring Victorians through international sporting success.

**Our mission**

To provide leadership that enables talented Victorian athletes to excel in sport and life.

**Our values**

* Excellence – we all lead by example and strive to be ahead of the game.
* Courage – we are relentless in facing challenges head on.
* Passion – we bring energy and excitement to everything we do.
* Community – we see the potential in everyone and support each other to collectively to do amazing things.
* Simplicity – we work on small things each day which allow us to reach our goals.
* Success - we strive for greatness and celebrate success.

### Accountabilities

### As chairperson

* Set an appropriate boardroom culture
* Build a high performing board with the necessary mix of skills, knowledge and abilities
  + Assist directors understand their role, responsibilities and accountabilities and arrange adequate support
  + Keep the Board apprised of developments in government policy, priorities and reporting
* Establish an effective and constructive working relationship with the Chief Executive Officer (CEO) of the organisation
* Manage the evaluation of the performance of the Board as a whole, individual members and the CEO
* Act as the key liaison point between the Board and CEO of the organisation
* Represent the Board to external parties and be an official spokesperson of the entity along with the CEO
* Design and manage the Board agenda
* Lead the Board’s meetings.

### General

* Ensure the VIS meets the requirements of the *Corporations Act 2001* (Cth).
* Attend and actively participate in a minimum of 75 per cent of Board meetings and any committee meetings you are involved in that are held during the year.
* Participate on a sub-committee of the board, and serve on ad-hoc committees as necessary.
* Help communicate and promote the VIS’s mission and programs to the community.
* Become familiar with the VIS’s finances, budget, and financial/resource needs.
* Understand the policies and procedures of the VIS as they apply to the board.
* Undertake the induction and orientation program offered by the VIS
* Undertake identified and agreed training and development in order to fully discharge your responsibilities
* Bring any conflict of interest or potential conflict of interest to the attention of the other members of the board.
* Adhere to the Public Sector Standards Commissioner’s director’s code of conduct

### Specific to the Victorian Institute of Sport

* Oversee the development and approval of statements of priorities and strategic plans for the operation of the VIS and monitor compliance with those statements and plans
* Oversee the development and approval of financial and business plans, strategies and budgets to ensure the accountable and efficient provision of services by the VIS and the long term financial viability of the VIS
* Establish and maintain effective systems to ensure that the services provided meet the needs of the athletes served by the VIS and that the views of users and providers of services are taken into account
* Monitor the performance of the VIS to ensure that-
  + the VIS operates within its budget;
  + its audit and accounting systems accurately reflect the financial position and viability of the VIS;
  + the VIS adheres to its financial and business plans, strategic plans and statements of priorities;
  + effective and accountable risk management systems are in place;
  + the VIS continuously strives to improve the quality of the services it provides and fosters innovation;
  + committees established or appointed operate effectively
* Appoint a CEO of the VIS and determine his or her remuneration and the terms and conditions of appointment, consistent with any government policies
* Monitor the performance of the CEO each financial year having regard to the objectives, priorities and key performance outcomes specified in the VIS 's statement of priorities
* Ensure that the Minister and the Secretary are advised about significant board decisions and are informed in a timely manner of any issues of public concern or risks that affect or may affect the VIS
* Establish a Finance/Audit Committee and other required committee/s.

### Selection criteria

### Personal qualities

### Personal and professional integrity

1. Sound independent judgement
2. Trust and confidentiality
3. Honesty
4. Commitment

### Experience, knowledge and skills

*Highly desirable*

1. Previous experience as a director
2. Formal governance training
3. Strong strategic expertise applicable to the sport industry
4. The ability to maintain effective professional and working relationships with stakeholders including government and the community
5. Genuine interest in the sport sector
6. High level interpersonal and influencing skills, including the ability to work within a team

*Desirable*

1. The ability to mentor the CEO
2. Previous experience as a chairperson

### Specialist expertise

Specialist expertise in one or more of the following areas would be highly regarded:

* **Academic expertise** in disciplines such as sports management, coaching and sport science as they relate to high performance sport
* **Corporate communications**
* **Corporate governance**
* **Executive management**
* **Finance and audit**
* **Current or former** **high performance athlete** who has participated in a sport academy or institute program, been selected for a national team or squads and has a strong understanding of what athletes need from the VIS
* **Current or former high performance coach** who has a strong understanding of the dynamics of coaching in a sport academy or institute context
* **Information and communications technology**
* **Law**
* **Risk management**
* **Sport management** at the national or state level including the conduct of elite level competition and the selection of, and provision of support for, representative athletes and teams