



Board Director Position Description

Position

Position Title: Director of Australian Calisthenic Federation Limited

Organisation Context

The Australian Calisthenic Federation Limited (ACF) develops, promotes, administers and coordinates the unique sport of calisthenics in Australia. ACF's goal is for everyone in Australia to know and love Calisthenics.

Prior to 2021, ACF has been administered by a dedicated team of volunteers who made up the Committee of Management. This committee worked in consultation with a council made up of delegates from each member state.

ACF conducted an organisational review in 2018. This review resulted in the organisation implementing numerous projects and initiatives to grow the sport of calisthenics, including the development of a new strategic plan for 2019 - 23. ACF's strategic plan, 'Our Future Now', can be found [here](#).

The review also resulted in the organisation undertaking a governance reform. ACF recently became a company limited by guarantee, registered under the Corporations Act (2001). ACF is now seeking to establish a Board of Directors with the appropriate skills and experience to effectively govern the organisation and drive the growth of calisthenics into the future. The Board will comprise of 6 to 10 members, with at least 6 Directors elected by Member States and up to 4 Directors appointed by the Board.

Remuneration

Directors cannot be remunerated to undertake their role on the Board. However, according to the ACF constitution, Directors can be reimbursed for expenses properly incurred in connection with the affairs of the organisation, subject to approval by the Board.

Overview of the position

The primary function of the ACF Board of Directors is to be responsible for the governance and operations of the organisation, including meeting all legal responsibilities. Directors will use their personal and professional experience to provide strategic direction to ensure ACF is fulfilling its purpose and objectives, and operating in a manner that sets up the organisation for long term success.

ACF is seeking experienced Directors to play a key role in establishing a new Board and implementing effective governance processes and practices.



Term of position

Elected Directors' term of office is two years in line with the ACF constitution. Directors must retire at least once every two years and may nominate for re-election. Directors can serve for up to three consecutive terms. Appointed Directors can be appointed by the Board for a term of up to 2 years.

There is flexibility for short term positions for First Directors who are appointed to establish the new Board.

Duties and Responsibilities

All individual Board Directors have a responsibility to:

- Act in the best interests of the organisation, its members, employees/contractors and other stakeholders.
- Perform their role with honesty, integrity and independence.
- Represent ACF as a national organisation (rather than a member state).
- Declare any conflict of interest (actual or perceived).
- Apply informed and effective decision making to all Board matters.
- Attend all Board meetings unless prevented by exceptional circumstances.
- Attend the Annual General Meeting and other meetings as may be necessary such as Board committee meetings.
- Respect confidentiality and do not disclose any sensitive information to other parties as required by law and agreed by the Board.
- Abide by all ACF Board endorsed policies and code of conduct.

Board Directors are required to communicate with, maintain positive relationships and work collaboratively with:

- Fellow Board Directors
- Any paid ACF staff and/or contractors
- Member States (delegates, boards and staff)
- ACF Standing Committee members
- External stakeholders and partners such as Sport Australia, Sport Integrity Australia and ACF sponsors.

The ACF Board of Directors are collectively accountable for:

- Reviewing and setting the strategic direction of ACF (including mission, vision, brand, strategic priorities).
- Ensuring ACF has a framework in place including policies, procedures, and control systems to enable effective governance practices.
- Regularly monitoring and assessing effectiveness and appropriateness of policies and procedures to ensure ongoing best practice governance.
- Identifying potential risks to the organisation and putting effective risk mitigation and management strategies in place to ensure the protection of the organisation in the short and long term.



- Developing Annual Business Plans and reviewing progress on a regular basis.
- Establishing performance management expectations and monitoring processes for ACF staff and Standing Committees.
- Ensuring ACF are meeting all legal responsibilities.
- Working with ACF Standing Committees and State Advisory Committee to keep informed of the challenges and changing needs of the Member States and their stakeholders.
- Ensuring financial integrity of ACF by regularly monitoring the financial position of the organisation and overseeing effective record keeping, reporting and document management processes.

Eligibility

ACF Board Directors may be a member of a Member State, however they must not be a paid employee of a Member State or hold a position on the Board of a Member State.

Directors must be eligible to be a Director under the Corporations Act.

Qualifications and Experience

ACF are seeking to establish a Board with a diverse set of skills. Directors will be elected or appointed based on their knowledge, skills and experience.

Selection Criteria – All Directors

Directors will ideally have management and/or Board experience in governance and strategic planning. It is also desirable for Directors to have knowledge, experience and understanding of the sport sector.

Directors will need to demonstrate the following attributes:

- High level of integrity and professionalism, ensuring transparency and accountability in decision making and actions.
- Effective communicator and team player with the ability to listen to multiple viewpoints and discuss and debate potential solutions to a problem in a constructive manner.
- Ability to effectively engage with all stakeholders including challenging ideas in an appropriate manner.
- Ability to lead, empower, inspire and influence others to drive the organisation forward.

Selection Criteria – Board Portfolios

Directors will need to meet the criteria of one or more of the following skill sets:

1. **Governance** – Governance experience at Board level.
Key abilities:
 - a. Establish effective Board processes, procedures, expectations and behaviours.
 - b. Demonstrate effective leadership and engage all stakeholders to buy into ACF's strategic direction.



2. **Financial Management** - Qualifications and experience in accounting or finance.
Key abilities:
 - a. Assess financial viability and performance of the organisation.
 - b. Contribute to strategic financial planning.
 - c. Oversee budgets and the efficient use of resources.
 - d. Oversee funding arrangements and accountability.

3. **Risk Management** – Qualifications in legal practice and/or experience in risk management.
Key abilities:
 - a. Assess organisational risk and put appropriate mitigation measures in place.
 - b. Review and revise policies and procedures.
 - c. Ensure ACF is meeting all legal obligations.

4. **Information and Communications Technology** – Qualifications and experience in IT.
Key abilities:
 - a. Review technology and systems currently in use (including website, email server, member database and hardware/software used by volunteers and staff).
 - b. Assess options for improvement and support implementation of new systems.

5. **Fundraising and Sponsorship** – Qualifications and/or experience in sponsorship, grant funding or fundraising campaigns.
Key abilities:
 - a. Establish connections and partnerships with potential commercial sponsors.
 - b. Knowledge of funding streams (including government and private).
 - c. Draft funding applications and proposals.

6. **Marketing** – Qualifications and experience in marketing and promotion.
Key abilities:
 - a. Build the brand of ACF to both internal and external stakeholders.
 - b. Raise the profile of calisthenics nationally.

Induction

All new Directors will receive an induction into the affairs of ACF. New Directors will receive a copy of the constitution, current and recent meeting papers, strategic plan and contact details for other Directors and key personnel.

New Directors will also meet with the Chair (and/or another Board member) for an overview of the organisation prior to their first Board meeting.

How to Apply

Please forward your CV along with a cover letter to ACF Company Secretary, Kerry Fullarton, by Friday 26th March 2021 on eo@calisthenicsaustralia.org