



COMMONWEALTH GAMES AUSTRALIA

POSITION DESCRIPTION APPOINTED DIRECTOR

DIGITAL MARKETING & BRANDING

Commonwealth Games Australia (CGA) is the national body responsible for Australia's successful participation in the Commonwealth Games and the Commonwealth Youth Games. Our role is to administer, control and coordinate the participation of program sports and their respective athletes and officials in the Commonwealth Games. CGA is a member of the international Commonwealth Games Federation (CGF) and promotes the Commonwealth Games movement in Australia.

We are a member-based not-for-profit organisation. Our members are the National Sporting Organisations representing the sports participating in the next Commonwealth Games, along with six state divisions. CGA is an independent body and receives no Federal Government funding.

CGA is governed by a Board of Directors of seven elected Directors and two appointed Directors, which delegate the day-to-day operations of the organisation to a professional staff of eight, led by its Chief Executive Officer. The Board is assisted by sub-committees including a Finance & Audit Committee and Nominations & Remuneration Committee.

CGA works collaboratively with its member sports, stakeholders and other high performance system partners to support Australia's athletes in the pursuit of their sporting dreams. We inspire and unite communities by the power of the Commonwealth Games and show new generations how to get involved in the Commonwealth Games movement.

The CGA Board is also the Board of the Australian Commonwealth Games Foundation (ACGF) which is the custodian of CGA's assets and investments which are held in trust, totalling some \$65M.

Please refer to the CGA website to view the Strategic Plan 'First Among Equals' and Annual Reports. The Strategic Plan is currently being updated and the 2019-2026 plan is due to be published by mid-May.

KEY RESPONSIBILITIES

The CGA Board's primary role is one of trusteeship on behalf of members and stakeholders, ensuring that CGA remains viable and relevant now and into the future. Directors are therefore expected to make decisions for the betterment of CGA and sport as a whole.

As per Part 10.1 of the CGA Constitution, the Powers of the Board are as follows:

"The Board shall have sole charge of all affairs of CGA and the Board shall appoint and dismiss the CEO and shall have all powers given to it under Part 2.2 of this Constitution and under the Act, and also the power to do all such things as may appear to the Board to be necessary for the efficient management of CGA and the administration of its affairs. The Board may delegate to the CEO the power (subject to such reservations on the power as are decided by the Board) to manage the affairs of CGA in accordance with Part 13.2 of this Constitution".

This incorporates:

- setting the goals and strategic direction of CGA;
- monitoring the implementation and evaluation of the strategic plan;
- determining policies relevant to the effective governance and performance management of the organisation;
- monitoring risk and maintaining a robust risk management framework;

- approving the annual budget and overseeing financial delegations;
- ensuring ongoing financial viability;
- establishing and determining the powers of Board committees;
- regular Director, President and Board performance evaluation;
- ensuring compliance with legal requirements, codes of conduct and appropriate standards of behaviour; and
- the creation of awards.

In addition, as a member of the ACGF Board, oversight is provided of the ACGF trust to ensure continuing growth, sustainability and prudent risk management.

KEY RELATIONSHIPS

- Board of Directors
- CGA CEO and staff
- CGA Members
- Commonwealth Games Federation
- Federal and State Governments

KEY SELECTION CRITERIA

CGA is currently seeking to appoint one (1) Director with demonstrated skills and experience in the area of Digital Marketing and Branding. In particular, your success at a strategic and tactical level will be evident and you will have an extensive network within the industry.

A strong understanding of Governance, the fiduciary duties of Company Directorships and Finance will also be highly regarded.

Qualifications and Knowledge:

- Tertiary qualifications (or higher) or significant experience in Digital Marketing and Branding
- Understanding of the not-for-profit industry
- Understanding of the Australian sports system
- AICD qualification will be highly regarded

CONDITIONS

Appointed Director positions with CGA are currently voluntary and do not attract any remuneration, however all out-of-pocket expenses are covered. This is currently being reviewed. Any travel required for CGA business will be arranged and paid by CGA.

The CGA Board meets 4-6 times per year and also holds teleconferences as required. Meetings for the remainder of 2019 are scheduled as follows:

- Friday 21 June
- Thursday 10 October
- Friday/Saturday 15/16 November (includes AGM and Member forum)
- Friday 6 December

Most Board meetings are held at the CGA office in South Melbourne and are immediately followed by an ACGF Board meeting, with a full day including travel required. Directors are also expected to be involved in appropriate sub-committees and to attend CGA and member events as appropriate.

This Director role will be appointed for up to a maximum of 2 years. An appointed Director may be reappointed at the conclusion of their term and serve a maximum 12 years in office in total as an appointed or elected Director.