

POSITION DESCRIPTION



Commonwealth Games Australia (CGA) is the national body responsible for Australia's successful participation in the Commonwealth Games and Commonwealth Youth Games.

Our purpose is twofold: to drive Australia's success at the Commonwealth Games and to create opportunities for communities to connect and celebrate the achievements of our Team. We strive to be the number one nation in the Commonwealth while inspiring and uniting communities through a sense of national pride. We deliver our vision and mission with dynamic leadership and innovation while demonstrating our values of inclusiveness, integrity, respect and excellence.

CGA is a company limited by guarantee and a not-for-profit organisation. Its members are the sports on the program for the upcoming Commonwealth Games and the past three Commonwealth Games, as well as State divisions. The Board is comprised of seven elected Directors and up to three appointed Directors. This will transition to six elected Directors from the 2027 AGM.

CGA works collaboratively with its Member National Sporting Organisations (NSOs), stakeholders and other sport system partners to support Australia's athletes in the pursuit of their sporting dreams.

CGA Directors are also Directors of the Australian Commonwealth Games Foundation (ACGF) Board. The ACGF is a Trust with a portfolio of investments and assets to provide sustainable returns that support ongoing operations. CGA is the primary beneficiary of the Trust. The investments are managed by a professional investment advisory firm.

ELECTED DIRECTOR – CASUAL VACANCY

PRIMARY PURPOSE OF THE ROLE

The Board's primary role is one of trusteeship on behalf of members and stakeholders, ensuring that CGA remains viable and appropriately represents the Commonwealth Games movement today and into the future. Directors have a fiduciary duty to make decisions for the betterment of CGA and the Commonwealth Games movement as a whole, and not on behalf of a member.

The CGA Board meets approximately 4-5 times per year. Meetings are generally held in person at the CGA office in South Melbourne, but may sometimes be held interstate to enable attendance at other relevant events.

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 working with the President and all CGA Directors to:

- Set the goals and strategic direction of CGA;
- Monitor the implementation and evaluation of the strategic plan;
- Determine policies relevant to the effective governance and performance management of the organisation;
- Monitor risk and maintain a robust risk management framework;
- Approve annual budget and oversee financial delegations;
- Ensure ongoing financial accountability and viability;
- Establish and determine the powers of Board committees and advisory groups;
- Implement regular President, Director and Board performance evaluations;
- Ensure compliance with legal requirements, codes of conduct and appropriate standards of behaviour; and
- Provide a safe, respectful, and inclusive work environment.

In February 2025, one of the elected Director's resigned from both the CGA and ACGF Boards. This has created a casual vacancy. The CGA Ltd Constitution provides a clear direction on casual vacancies.

The casual vacancy term will be initially to May 2026. As per the constitution, the successful candidate for the casual vacancy is required to be confirmed by the Members via a resolution at the 2026 Annual General Meeting (AGM), which is scheduled to be held in May 2026. If the Member's confirm the elected director to the Board, their elected term will conclude in May 2028 at the AGM. An elected Director may serve a maximum of three (3) terms of office in total (or up to 12 years).

KEY SELECTION CRITERIA

The Nominations Committee have identified some key areas of focus that would be desirable in an ideal candidate:

- Experience with Board, Board committee or Advisory positions at a national or international sports federation.
- Lived Experience as a person with a disability relating to sports on the CGA Program and/or offered by CGA's Member Sports.
- Demonstrated work experience in senior management in a medium to large business.
- AND/OR relevant experience within a reputable finance or investment management firm.
- Experience in chairing and/or as an independent advisor on a Finance, Risk and Audit or Investment Board Sub-Committee.

The following skills and areas of expertise are drawn from the Board skills matrix and are also to be addressed in the application process:

- Accounting and Finance
- Digital Marketing and Branding
- Government and public sector relations
- Governance and Board Directors' duties and responsibilities
- Human Resources Management
- International Sport Federations
- Investment Management
- Legal
- Media
- Sport Industry and NFP, including high performance, community sport, participation and events
- Commercial management including contract negotiation, sponsorship and private sector/ corporate relations
- Strategy and strategic planning implementation
- Risk Management

Qualifications and Knowledge:

- Tertiary qualifications (or higher) or significant experience in finance, business, sports management or other relevant field.
- Lived Experience as a person with a disability or worked extensively within the parasport network. (desirable)
- Extensive experience on several national sports, international sports or not-for-profit Boards. (desirable)
- Ability to understand and challenge financial statements and/or analyse drivers of financial performance AND/OR
- Proactively manage an Investment Firm and/or understand the risks that underlay Investment Strategies and how it relates to an organisation's Strategic Priorities
- AICD qualification (desirable).

CONDITIONS

Directors receive remuneration of \$10,000 per year. This fee will be pro-rata'd appropriately to reflect appointment from approximately 1 September 2025 – 30 May 2026.

Any travel and accommodation required for CGA activities will be arranged and paid by CGA.

HOW TO APPLY

For a confidential discussion please contact: Denise Passmore – Senior Manager, People & Culture on 0421 141 594.

Your application must include:

1. **A two page (maximum) CV** that provides a summary of the applicant's experience, particularly in Board roles. It should also highlight:
 - Your mobile phone number and email address
 - Current and previous employment
 - Tertiary qualifications (or higher)
 - AICD qualification
2. **A two page (maximum) document that addresses each of the KEY SELECTION CRITERIA** with emphasis on the Nomination Committee's desirable experiences. If an applicant doesn't have much experience in some particular areas, they should still provide a relevant comment to demonstrate the level of knowledge, even if minimal.
3. **A two page (maximum) document with a short response to each of the following questions:**
 - Why are you seeking a position to the Board of CGA?
 - If you are successful, how will you add value to CGA?
 - If you are successful, what would you want to be recognised for during your time on the Board?
 - If you are successful, how will you enhance/maintain relationships with CGA's key stakeholders?

Alternatively, applicants can provide up-to a maximum three (3) minute pre-recorded video presentation to address section 2 & 3 in the application process. If an applicant requires further options for submission of an application, please contact Denise Passmore – Senior Manager, People & Culture on 0421 141 594.

To submit your application: recruitment@commonwealthgames.com.au

Due Date: Wednesday 2 July 2025 at 5pm

DIVERSITY & INCLUSION

Commonwealth Games Australia values our history of diversity through the promotion of our values of inclusion and respect.

Regardless of gender, sexual orientation, cultural background, ethnicity, location or life stage, every person should be treated with respect and dignity and protected from discrimination, harassment and abuse.

We recognise that people feel safe, enjoy themselves and perform at their best when they are treated fairly, so we are committed to providing environments that are free from all forms of discrimination and harassment and remove all barriers or disadvantages.

We seek to be '*Greater Together*' as we connect with and positively contribute to Australian communities through sport.

We live diversity, inclusiveness and the broadest possible definition of team. And we live this through our actions and our voice.

PRIVACY COLLECTION STATEMENT

By participating in a recruitment process with Commonwealth Games Australia Limited ACN 629 915 448 (CGA, **we, our, us**) or registering your interest in working for us, we will collect your personal information.

The types of information we collect generally includes the information provided in your resume and/or cover letter or otherwise provided with your job application and includes your name, contact details, employment history and may include any relevant health information disclosed by you.

We collect, use, disclose and otherwise handle your personal information to assess your application, contact you regarding other positions, for purposes relating to your engagement with us (if your application is successful), for our related administrative purposes and as otherwise permitted by privacy laws.

In some cases, we are required or authorised by law to collect certain personal information, including by the Fair Work Act 2009 (Cth), Superannuation Guarantee (Administration) Act 1992 (Cth), Taxation Administration Act 1953 (Cth) and work health and safety legislation.

We may exchange your personal information with other third parties as permitted by privacy laws, such as your academic institutions, recruiters, screening check providers, professional and trade associations, law enforcement agencies, referees and your current and previous employers.

If your application is unsuccessful, we may continue to retain your personal information for up to two years from your last application with us, and during this period we may contact you if another role arises, unless you ask us not to.

If your application is successful, this information will form part of your personnel record.

If you do not provide us with the personal information that we request, we may be unable to accept your application or otherwise effectively manage your employment or engagement with us.

Our Privacy Policy (located online at <http://www.commonwealthgames.com.au>) further explains how we handle personal information, including how to seek access to or correction of your personal information, and how to complain if you believe we have breached our privacy obligations. However, please note that some aspects of our Privacy Policy and our obligations to respond to access and correction requests might not apply to your personnel record.

You can also contact our Privacy Officer for further information by emailing enquiries@commonwealthgames.com.au, or writing to Privacy Officer, Commonwealth Games Australia Limited, PO Box 586, South Melbourne, Victoria 3205.

Nothing in this collection statement restricts CGA's ability to handle personal information in a manner otherwise consistent with the privacy laws (including, for example, CGA's ability to rely on exemptions and exceptions relating to personnel records and the sharing of personal information within CGA).