

Appointed Director Duty Statement - 2020

Two vacancies

About Little Athletics Victoria

Little Athletics Victoria (LAVic) is a not-for-profit, state governing body for Little Athletics in Victoria providing modified track and field competition for children. A key objective of LAVic is to develop children of all abilities by promoting positive attitudes and a healthy lifestyle through family and community involvement in athletics activities.

LAVic is affiliated with Little Athletics Australia as one of 7 member states. Membership in Victoria consists of approximately 16,000 athletes competing at 101 centres across the state. Nationally over 80,000 athletes participate in programs. The sport in Victoria is administered by a staff of 7 (5 full time; 1 part-time; 1 casual) and is based at Lakeside Stadium at Albert Park.

Victoria is segmented into seven Regions, each with their own appointed committees (formal extensions of the LAVic Board).

The LAVic Board

The LAVic Board comprises 7 elected members plus 2 appointed independent Directors. Four Elected Director vacancies are required to be filled at the 2020 AGM, and two Appointed Director vacancies are expected to be filled subsequent to the AGM.

Given the diversity of the responsibilities of the Directors, applications are being sought from a wide range of candidates.

This is a unique opportunity to share your ideas and experiences with a membership-based State Sporting Organisation which has a direct and positive impact on local communities throughout Victoria. Experience working on a Board is preferred, but not essential.

Note, for the reasons of transparency, LAVic can declare that it has advertised externally for highly skilled finance professionals for possible appointment by the new Board. Applications have closed and either one, both or no appointments may be made from this pool of candidates.

Key Board Responsibilities

The LAVic Board provides leadership and governance for:

- Oversight of the business operations;

- Oversight of governance responsibilities;
- Oversight of financial management;
- Compliance with OHS responsibilities;
- Review of organisational and program reports; and
- Delivery of LAVic strategic plans.

Committee contribution.

LAVic has a number of committees of the Board: Nominations, Finance Audit & Risk, Governance, Performance & Remuneration and Region Advisory Committee. Each Director is required to sit on a minimum of two (2) committees.

Length of Term

A person appointed to the role of Director holds office for a maximum term length of up to two (2) years. They can be re-appointed for an additional term of up to 2 years.

Meetings and Time Commitment

The Board meets on the 3rd Tuesday of most months at the LAVic offices. Meetings typically run from 6pm to 9pm. Additionally, committee meetings are held periodically and typically in the week prior to Board meetings. Attendance of the Annual General Meeting and any Special Board meetings is expected.

Selection Criteria

LAVic is looking to appoint two (2) Directors that collectively possess a range of personal and professional skills, that may include:

- A demonstrable passion for sport and a genuine understanding and respect for the opportunities and health, social and other benefits that Little Athletics Victoria presents to the entire Victorian community.
- Strategic thinking, with an ability to build a shared understanding of, and commitment to, a vision for the sport.
- The ability to relate to people at all levels.
- The ability to influence and work collaboratively with a range of interest groups including employees, officials and volunteers, members and supporters.
- Demonstrate integrity in all dealings, be honest and open, listen to and consider stakeholder and staff views and act in a way that reflects the culture and values of Little Athletics Victoria.
- Business operational skills and experience in such areas as marketing, human resources, finance, governance, legal, IT and membership management.
- A working knowledge of, an affinity for, and prior involvement in, Little Athletics.

Nominations from female applicants, and/or individuals with highly developed skills in the areas of financial literacy, human resource management and governance are especially encouraged.

Please note if you believe you have other experiences that enable you to make a positive contribution to LAVic as a Director, we'd like to hear from you.

Conflicts of interest

LAVic Directors are required to comply with the Conflict of Interest Policy, a copy of which

can be found [HERE](#). LAVic Directors can not simultaneously hold executive positions on the committee(s) of an Affiliated Centre and/or Region.

Remuneration

LAVic Directors are paid a Director's fee at the rate of \$1,800 per annum. Directors in the first year of their term must undertake the 'Governance Essentials' and 'Governance in Sport' courses, conducted by the Governance Institute of Australia, in lieu of payment of the Directors fees.

Website

LAVic has a comprehensive website which includes information and news items on all facets of its activities, services and programmes. The website address is: www.lavic.com.au

Applications

Applications are currently being sought. These should consist of a cover note, CV and response to the key selection criteria. Applications are to be forwarded via email to Anthony McIntosh, CEO, at anthony.mcintosh@lavic.com.au by midnight, Sunday 2nd August.

2020 AGM

The Annual General Meeting is scheduled to take place at 3pm on Sunday 16th August, 2020.