



## **Appendix B.**

### **POSITION DESCRIPTION**

#### **ALA BOARD DIRECTOR**

##### **Member Association Information:**

The Australian Lacrosse Association (ALA) is the peak national body responsible for the governance, development, promotion and administration of lacrosse in Australia. It is a company limited by guarantee and is required to abide by the Corporations Act (2001).

The ALA administrative office is currently located in Point Cook, Victoria and all Board Directors are volunteers. The ALA paid staff positions are that of:

- The ALA Accountant/Bookkeeper and the Executive Assistant on a part-time contractual basis;
- The ALA Growth Program Coordinator who is on a full-time six month contract.

##### **Position Information:**

**Position Title:** Director

**Reports To:** ALA Board

##### **Remuneration:**

An annual Honorarium is paid. Agreed expenses, supported by documented receipts, are reimbursed, i.e. Board meeting attendance expenses.

##### **Overview:**

The primary function of an ALA Director is to provide strategic direction to the sport of lacrosse and its stakeholders. This position assumes the overall responsibility for the governance of the operations of the ALA, in line with the Board's agreed strategic direction.

##### **Key Relationships:**

Directors must abide by the ALA Communication Policy and be able to relate effectively with:

- The President and fellow Board of Directors
- Any paid/contracted staff
- Committee Chairs and members
- Member Associations including office bearers
- Australian Squad/Team members and Team Personnel
- All external stakeholders including funding bodies (Australian Sports Commission), sponsors and the Federation of International Lacrosse (FIL).

## **Key Responsibilities:**

**1. Board Directors** share a common 'fiduciary' duty and are responsible to the stakeholders for:

- Incorporating good governance into all activities
- the achievement of appropriate outcomes
- the financial security of the organisation and
- the expression of a moral and social responsibility to the members and the community at large
- conduct in the interests of the organisation as a whole, free from undue influence.

**2. Directors** have a moral duty to the ALA and the sport of lacrosse, and must abide by the ALA Code of Conduct Policy.

This duty involves:

- keeping up to date with the sport
- ensuring the sport is run ethically and with integrity
- presenting the organisation and lacrosse in a positive manner

**3. Directors** have a legal responsibility under Common & Corporations law which includes:

- acting honestly and in good faith
- performing competently by exercising care, skill and diligence in making decisions
- acting in the best interests of the ALA
- declaring any conflict of interest, actual or perceived

## **Key Duties:**

- **Planning and Policy** – Establish the policy framework for governing the Association from which all operational policies and actions are developed; Set objectives, define and implement policy and establish strategic direction and priorities

- **Financial Management** – Undertake equal responsibility for the financial integrity of ALA and monitor the financial health of the organisation

- **Legal Compliance** – Ensure compliance with policies, laws and regulations ensuring the ALA remains viable and effective in the present and for the future

- **Risk Management** – Develop and implement policies to reduce potential legal liability and create a safer environment

- **Representation and Relationships** - Provide effective representation in negotiation and liaison with the Australian Sports Commission (ASC) and other key external stakeholders

- **Member Relationships** – Manage communication with Member Associations to ensure they are aware of the ALA vision, goals, policies and priorities and assist in developing their programs in harmony with national plans and objectives

- Monitoring & Evaluation – Monitor the performance of the ALA against agreed goals, assess appropriateness of policies and practices to provide for the ALA’s continuity, and evaluate the achievement of the strategic plan and annual budget outcomes
- Committee co-ordination - Co-ordinate ALA sub-committees to ensure that all committees operate efficiently, effectively and assist them in achieving their expected outcomes
- Marketing & Communications – Contribute to the good image of lacrosse in the community through strategic networking and relationship building, and website input.