Casual Vacancy – Little Athletics Tasmania Board

The Tasmanian Little Athletics Association, trading as Little Athletics Tasmania, is seeking expressions of interest from suitably qualified individuals to fill a casual vacancy for a Director on our Board of Management.

The Little Athletics Tasmania Board has overall responsibility for the governance of the organisation and its strategic development and growth, with key functions delegated to Board and Advisory Committees, the CEO and other staff.

Little Athletics Tasmania is specifically seeking expressions of interest from individuals who reside in the North or Northwest Region of Tasmania and who have marketing and communication qualifications and experience.

It is also desirable for the Board to encompass diversity in aspects such as gender, age, background and perspective.

All members of the Board are Directors of Little Athletics Tasmania and therefore, need to satisfy all requisites of the position of a Director under the Associations Incorporation Act 1964 and other relevant legislation.

How to submit an expression of interest:

Expressions of Interest need to be:

- in writing, on the attached form;
- include CV;
- emailed to the Little Athletics Tasmania Chief Executive ceo@tasathletics.org.au

For more information, please contact the Little Athletics Tasmania Chief Executive, Mr Glen Taylor on 03 6230 0900

Position Description – Board Director

Purpose of position:

Little Athletics Tasmania is in search of experienced candidates for the role of Board Director, with skills that align with the strategic direction of the organisation and complement the current skill mix of the Board.

This role contributes to the overall governance activities of the Board, including providing input on matters of corporate strategy, CEO performance, policy formulation and implementation; as well as having oversight of financial performance, risk management and compliance.

This is an important role in the continued progression, improvement, and growth of the sport and the Association.

Organisation Description

Little Athletics Tasmania was established in 1973 and is the governing body for the sport and programs of Little Athletics in Tasmania. For 53 years, Little Athletics Tasmania has enjoyed success as an organisation, bringing this uniquely Australian sport to children aged 3 to 15 years, across all parts of the state.

As the name suggests, Little Athletics is based upon the sport of athletics (track and field) and members take part in a range of age-modified running, jumping, throwing and walking events. Little Athletics is the 'Foundation for all Sports, as it provides young people with activities and skills that will stand them in good stead for their sporting future.

Each year across Tasmania, approximately 2,000 boys and girls enjoy the activities that Little Athletics has to offer. Read more about Little Athletics Tasmania at www.taslittleathletics.com.au.

Principle Accountabilities

The key roles of the Board Director include:

- Act in the best interests of the Association with honesty and good faith towards its members, employees, partners, funding agencies, sponsors, and of the communities within which Little Athletics Tasmania operates.
- Use personal and professional skills together with contacts, experience and judgment, while acting with integrity and independence, to optimise both the short and long-term performance of Little Athletics Tasmania.

- Provide technical input, advice and guidance on projects and act as a sounding board on potential issues.
- Attend all Board meetings called during the year (in person or via electronic means), unless prevented by exceptional circumstance.
- Attend the Annual General Meeting and such other Extraordinary General Meetings, as may be necessary.
- Chair or serve as a member on Board Committee/s, as required.

Qualifications and/or experience

Demonstrated experience in one or more of the following areas is desirable:

- An understanding and acceptance of the legal duties, responsibilities, and liabilities of a Director.
- Ability to identify key risks in a wide range of areas including legal and regulatory compliance.
- Experience in corporate governance; attributes such as financial literacy and industry expertise are desirable.
- A proven track record of success as a key organisational player significantly involved in delivering strategic objectives.
- Excellent strategic and analytical thinking skills combined with a practical and pragmatic mindset and a strong interest in serving the not-for-profit sporting sector.
- An ability to successfully manage a business(s); experience and knowledge in the government and public sectors; or experience and knowledge in the corporate and private sector.
- Team player with personal impact and superior communication skills; a strong networking capability; and the ability to work effectively with a broadly-based group.
- Experience in Little Athletics in Tasmania.

Desirable skill sets

Applicants should possess experience the following:

- A background and experience in media, communication and marketing.

Conditions

- Applicants must be over 18 years of age.
- Applicants must declare any committee position they hold within a Little Athletics Centre/Club and must resign from that position if elected.
- Applicants cannot be an undischarged bankrupt or have a recorded conviction which in the opinion of the Board renders them unsuitable to serve in the role for which they have been nominated.
- Directors filling a casual vacancy serve until the next AGM.
- Applicants must agree to undertake a Police Background Check if appointed as a Director.
- Little Athletics Tasmania Director positions are voluntary, however travel, accommodation and meal expenses incurred in the course of Little Athletics Tasmania activities, are reimbursed.
- Board meetings are generally held on a monthly basis, either at the Little Athletics Tasmania office at the Domain Athletics Track, or utilising videoconference technology.

LATAS Board Casual Vacancy – Expression of Interest

Applicant Details:

Name of Applicant: _____

Address: _____

Email: _____

Phone: _____

Centre Affiliation (If Applicable): _____

Personal Statement:

In no more than 250 words, please provide details of why you are applying for this role on the Little Athletics Tasmania Board (i.e. what prompted you to nominate for the Board and what you feel you can contribute to the Board).

Please attach.

Skills, Experience & Qualifications:

In no more than 250 words, please summarise your skills, experience and qualifications, as they relate to the Little Athletics Tasmania Board Description. Please specifically refer to your experience in;

- Media, Communications, Marketing, Corporate Sponsorship, Fundraising, Risk, Governance, Legal.
- Little Athletics

Please attach.

Applicant Agreement & Consent

I,..... (the Applicant) by signing below, confirm that I am willing to accept being appointed to the LATAS Board and I have read, understood and accept the conditions contained in the Little Athletics Tasmania Board Director Position Description.

Signature of Candidate_____

Date: _____

This completed expression of interest is to be saved in PDF format and emailed to the Chief Executive Officer, Mr. Glen Taylor, along with a copy of your CV.