



<b>Volunteer Position Title:</b>	<b>Club Leadership Team - Chair</b>
<b>Time Commitment:</b>	Minimum 2 years Approximately 3-5 hours per week and attendance at Club LT meetings. Must be available evenings and weekends.
<b>Reporting To:</b>	Chair - State LT
<b>Screening / Training / Accreditation Requirements:</b>	<ul style="list-style-type: none"> <li>• Police Check</li> <li>• Working with Children Check</li> <li>• Reference Checks</li> </ul>

<b>Description of the volunteer role:</b>
<p>The Club Chair provides effective leadership and guidance to ensure the club is able to deliver on its development objectives.</p> <p>Specifically this includes improving community awareness of the SOA brand, developing long term relationships with sporting organisations within the jurisdiction whilst also coordinating and facilitating fundraising opportunities.</p> <p>Fundamental to the success of the role will be the ability to drive a culture of strong governance that ensures agreed outcomes are delivered for the Club under their jurisdiction. The Chair will foster an encouraging environment where all members can operate effectively and contribute to meeting these outcomes.</p> <p>The ideal candidate will have demonstrated leadership experience in business, or an equivalent organisation, with a proven track record in developing strong working relationships across a broad spectrum of stakeholders.</p>

<b>Key Responsibilities:</b>
<ul style="list-style-type: none"> <li>• Understand, implement and lead the SOA Club charter</li> <li>• Obtain a good working knowledge of the SOI Official General Rules and duties of Club LT</li> <li>• Establish and develop relationships with the local council within your LGA</li> <li>• Advise SOA GM Operations of any changes to the Club LT</li> <li>• Serve as an ambassador and spokesperson for the Club</li> <li>• Oversee compliance with the SOA code of conduct by all members of the Club</li> <li>• Compliance with all WH&amp;S legislation and SOA WH&amp;S Policy</li> <li>• Manage and oversee the Club Accreditation process in conjunction with entire Club LT (every 2 years)</li> </ul>

<b>Competencies, Skills, Experience, and Education:</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Competencies / Skills</b>	<ul style="list-style-type: none"> <li>• Strong business networking, negotiation, organisation, and presentation skills</li> <li>• Excellent organisation and communication skills</li> <li>• Strong leadership skills</li> </ul>	<ul style="list-style-type: none"> <li>• Possess business acumen, vision and strategic planning abilities</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrated planning skills</li> </ul>	
<b>Experience / Education</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>• Minimum of 3 years relevant business or leadership experience</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience as a chair or vice chair in a comparable organisation</li> <li>• Previous experience with a not for profit or disability organisation</li> </ul>

<b>Performance Area</b>	<b>Key Tasks</b>	<b>Performance Indicators</b>
Club LT	<ol style="list-style-type: none"> <li>1. Chair Club Leadership Team meetings ensuring that they are run efficiently and effectively</li> <li>2. Deliver on Club development objectives within agreed budgets</li> <li>3. Work collaboratively with SOA staff and State LT to ensure alignment of Club priorities with the broader organisation</li> <li>4. Proactively represent the Club in both internal and external settings</li> <li>5. Assist in the development of partnerships with sponsors, funding agencies, local government and other organizations relevant to the goals of the Club</li> <li>6. Focus on athlete outcomes by ensuring that necessary skills are developed and optimally utilised within the Club structure</li> </ol>	<ol style="list-style-type: none"> <li>1. Minimum of 4 Club LT meetings held annually with minutes submitted to SOA in a timely manner</li> <li>2. Successful operational development of the Club with measurable outcomes delivered within budget</li> <li>3. Demonstrable support from local council in developing athlete sporting opportunities and use of facilities at minimal cost</li> <li>4. Communicate regularly and systematically to ensure Club is contributing to the overall direction of the organisation</li> <li>5. Proactively take every opportunity to represent the Club and communicate with members</li> <li>6. Agreed fundraising targets are achieved and deeper engagement of partners demonstrated</li> <li>7. Regular focus on Club roles and requirements to ensure the necessary skills are represented with succession plans in active development</li> </ol>

<b>Key Relationships And Interactions:</b>	
<b>Internal</b>	SOA Executive Team and staff, State LT and members, Club LT and members
<b>External</b>	Sponsors and partners, local government

<b>Special Olympics Vision, Mission, About Us, and Athletes Oath</b>	
<b>SOA Vision</b>	Everyone with an intellectual disability has the opportunity to participate in sport

<b>SO Mission</b>	We create accessible sports training, coaching and competition pathways so that people with an intellectual disability can reach their personal best, in sport and in life.
<b>About Us</b>	Special Olympics Australia is a not-for-profit organisation that provides regular sports training, competition opportunities and development programs for people with an intellectual disability across Australia.
<b>Athletes Oath</b>	"LET ME WIN. BUT IF I CANNOT WIN, LET ME BE BRAVE IN THE ATTEMPT."