



# BOARD CHAIRPERSON

## POSITION DESCRIPTION

Hockey Tasmania Incorporated (HT) is the governing and management body for hockey in Tasmania, responsible for the delivery of:

- all competitions state-wide (for men, women, and children of all ages), from regional to intrastate.
- development programs in participation, officiating and coaching.
- all governance requirements.
- state (annually), national (annually) and international events (hosted by HT on behalf of Hockey Australia and the International Federation of Hockey).
- State team program involving 20 state representative teams.
- the Tasmanian Hockey Centre in New Town, St Leonards Hockey Centre in Launceston, and three other regional venues
- The Tassie Tigers – Tasmania's elite senior women's and men's Hockey One Program.

Our culture is important to us, and our values are central to our way of working. They describe the way in which directors, staff, volunteers, and athletes behave, interact and work together to build the sport of hockey in Tasmania

BOARD CHAIRPERSON	
<b>Term</b>	Elected for a term of three years.
<b>Remuneration</b>	The Board of HT is voluntary and as such Directors and the Chairperson are not remunerated, nor are they reimbursed for any expenses incurred for their travel to and from Board meetings.
<b>Core Purpose</b>	The Board and the Chairperson are responsible for the overall corporate governance and successful operation of HT. The Board conducts itself honestly, fairly and diligently, in the best interests of HT. The Board also ensures that HT adopt the highest standards of behaviour and accountability, and complies with all its contractual, statutory and any other legal or regulatory obligations in administering HT.

<b>Key Responsibilities</b>	<p>Within the overall responsibility for the effective governance and oversight of HT, Directors are expected to participate actively in the following three areas:</p> <p><b>Governance and risk management</b></p> <ul style="list-style-type: none"> <li>• Oversight of the governance and development of Hockey Tasmania and ensure appropriate policies within which the organisation will operate.</li> <li>• Ensure compliance with relevant legislation, regulation, and legal obligations.</li> <li>• Identify key risks and appropriate mitigation strategies and monitor those risks across a range of areas, including operational, financial, legal, compliance and regulatory requirements.</li> <li>• Appoint and evaluate the performance of the CEO.</li> <li>• Act ethically as a Director of Hockey Tasmania</li> </ul> <p><b>Strategy</b></p> <ul style="list-style-type: none"> <li>• Engage and communicate with stakeholders across hockey and the broader sport community to develop strategy for Hockey Tasmania.</li> <li>• Identify and critically assess strategic opportunities and risks/threats for Hockey Tasmania.</li> <li>• Input into the development of effective strategies to support the long-term vision for hockey in Tasmania.</li> </ul> <p><b>Financial and Operational Performance</b></p> <ul style="list-style-type: none"> <li>• Oversee the financial management of Hockey Tasmania, ensuring that all financial and operational performance requirements are met.</li> <li>• Oversee budgets and ensure the efficient use of Hockey Tasmania resources.</li> <li>• Oversee government and commercial funding arrangements and accountability.</li> <li>• Provide direction on communications, marketing, branding and business systems and practices.</li> </ul> <p>In addition to normal Director duties the Chairperson:</p> <ul style="list-style-type: none"> <li>• Convenes and chairs effective board meetings and oversees the agenda and minutes of meetings.</li> <li>• Ensures progress and completion of actionable items set at board meetings.</li> <li>• Oversees the quality, sufficiency and relevance of financial information and non-financial information made available to the board.</li> <li>• Oversees aspects of board engagement such as developing a culture of respect and inclusion amongst board members and the executive.</li> <li>• Maintains an open, frank, and transparent working relationships with the CEO. Provides guidance to the CEO without interfering with day-to-day operation.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Acts as the board's representative in communications with members, broader stakeholders (such as government, sponsors, community representatives, industry leaders), CEO and employees.</li> <li>• Effectively and fairly represents the organisation, in co-operation with the CEO, in the organisation's communications with its broader stakeholders, respecting the primacy of the CEO's role in this regard.</li> </ul>
<b>Skills and Experience</b>	<p>The Board is responsible for ensuring that it has a diverse range of skills, knowledge, and experience to govern the organisation effectively.</p> <p>Applicants for director positions are required to have the personal qualities, and a range of competencies related to the skills below that would enable an effective contribution to the duties and obligations of the Board. In addition, a strong understanding of corporate governance, legal duties and financial responsibilities is essential.</p> <p>To complement the existing skills and experience of the HT Board, nominations are sought from individuals who have relevant skills and experience in one or more of the following disciplines:</p> <p><b>Strategy and Policy Development</b></p> <ul style="list-style-type: none"> <li>• Ability to think strategically and identify and critically assess strategic opportunities and threats and develop effective strategies in the context of the strategic objectives of relevant policies and priorities.</li> <li>• Ability to identify key issues and develop appropriate policies to define the parameters within which the organisation should operate.</li> </ul> <p><b>Financial Literacy</b></p> <ul style="list-style-type: none"> <li>• Qualifications and experience in accounting and/or finance and the ability to analyse key financial statements, critically assess financial viability and performance, contribute to strategic financial planning, oversee budgets and the efficient use of resources, and oversee funding arrangements and accountability.</li> </ul> <p><b>Risk Management and Compliance</b></p> <ul style="list-style-type: none"> <li>• Ability to identify key risks to the organisation in a wide range of areas and monitor risk and management frameworks and systems.</li> <li>• Understand regulatory compliance and compliance management frameworks and systems.</li> </ul> <p><b>Corporate Governance</b></p> <ul style="list-style-type: none"> <li>• Knowledge and experience in best practice corporate governance structures, policies, and processes (particularly in the not-for-profit sporting context) and an ability to apply to our organisational context.</li> </ul>

	<p><b>IT Strategy and Management</b></p> <ul style="list-style-type: none"> <li>• Knowledge and experience in the strategic use and governance of information management and information technology, including personal information privacy and security risk management.</li> </ul> <p><b>Executive Management/Sport Management</b></p> <ul style="list-style-type: none"> <li>• Experience at an executive level including the ability to appoint and evaluate the performance of the CEO and senior executive managers, oversee strategic human resource management including workforce planning and employee and industrial relations, oversee organisational change.</li> <li>• A broad understanding of participation and retention, from grass roots to Elite level and an understanding of the financial, administrative, and legal aspects of sports management.</li> </ul> <p><b>Commercial Experience</b></p> <ul style="list-style-type: none"> <li>• A broad range of commercial/business experience, preferably in the small to medium enterprise context, in areas including communications, marketing, branding and business systems, practices and improvement.</li> </ul> <p><b>Fundraising/Sponsorship</b></p> <ul style="list-style-type: none"> <li>• A broad range of experience in raising funds through multiple streams including grants, funding allocations and commercial opportunities.</li> <li>• Experience in liaising with policy makers and politicians and other key stakeholders.</li> </ul> <p><b>Community and Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• High level reputation and networks in the local community including with community members, players, coaches and organisations, local professionals and NGOs, and the ability to effectively engage and communicate with those stakeholders.</li> </ul> <p>It is desirable, but not required for the Chairperson to have:</p> <ul style="list-style-type: none"> <li>• An understanding of the Tasmanian hockey environment and the role and contribution of Hockey Tasmania</li> <li>• An understanding of the expectations of Hockey Tasmania members, participants, volunteers, and clubs</li> </ul> <p>In addition, the Chairperson is expected to have the following general competencies:</p>
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	<p><b>Leadership and Relationship building</b></p> <ul style="list-style-type: none"> <li>• Innate leadership skills including the ability to motivate followers, adapt your leadership style to the environment, recognise your own blind spots</li> <li>• Ability to maintaining an effective working relationship with the CEO, Board directors and the hockey community.</li> </ul>
<b>Desired Personal Attributes</b>	<p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>• A commitment to understanding and fulfilling the duties and responsibilities of a director, maintaining knowledge through professional development, putting the organisation's interests before any personal interests, being transparent and declaring any activities or conduct that might be a potential conflict.</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• A clear and concise style of communication so feedback, comments, directions are unambiguous and simple to understand.</li> </ul> <p><b>Constructive Questioner</b></p> <ul style="list-style-type: none"> <li>• The preparedness to ask questions and challenge management and peer directors in a constructive and appropriate way.</li> </ul> <p><b>Team Player</b></p> <ul style="list-style-type: none"> <li>• The ability to work as part of a team and demonstrate the passion and time to make a genuine and active contribution to the board and the greater organisation.</li> </ul> <p><b>Commitment</b></p> <ul style="list-style-type: none"> <li>• A visible commitment to the purpose for which Hockey Tasmania has been established and operates, and its on-going success.</li> </ul> <p><b>Negotiation</b></p> <ul style="list-style-type: none"> <li>• The ability to negotiate outcomes and influence others to agree with those outcomes, including an ability to gain stakeholder support for the board's decisions.</li> </ul> <p><b>Critical Thinking</b></p> <ul style="list-style-type: none"> <li>• The ability to critically analyse complex and detailed information and readily distil key issues.</li> </ul> <p><b>Innovation</b></p> <p>The ability to develop innovative approaches and solutions to problems.</p>

<b>Child Safety</b>	Hockey Tasmania is committed to protecting children and young people from harm. All employees and volunteers are required to obtain and provide evidence of a current Working with Vulnerable People Check.
<b>Potential Conflicts</b>	<p>A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of HT.</p> <p><b>Potential conflict of interest for Directors may include:</b></p> <ul style="list-style-type: none"> <li>• a contract with HT or its affiliated bodies (e.g., supply of services);</li> <li>• related party loans, guarantees and other transactions;</li> <li>• insider trading (e.g., share trading in other corporations using confidential information sourced from HT or its affiliated bodies); or</li> <li>• Profiting from an opportunity that rightfully belongs to HT or its affiliated bodies.</li> </ul> <p><b>Management</b></p> <p>Board Directors are required to declare actual, potential, or perceived conflicts to the Association Public Officer (this is the HT CEO) when appointed and on an ongoing basis as the need arises to enable the Association Public Officer to maintain a register of Director's interests and conflicts.</p>
<b>Other Information</b>	<p><b>Time Commitment</b></p> <p>The minimum expectation of Director's time commitment is five hours per month. This includes approximately three hours to attend a board meeting and one hour to review the board papers. Attendance at the annual members meeting and annual general meeting is also expected.</p> <p>The extra time required to perform the duties as the Chairperson will vary but will include time</p> <ul style="list-style-type: none"> <li>○ preparing for and participating in board meetings, board committee meetings and CEO evaluations;</li> <li>○ preparing for and participating in member meetings;</li> <li>○ acting as spokesperson for the board and the organisation (as appropriate in co-operation with the CEO);</li> <li>○ attending regular meetings with the CEO and other employees; and</li> <li>○ representing the organisation at industry and community gatherings.</li> </ul> <p>HT's Board meets monthly on the last Monday of each month, either in person or via videoconference technology.</p>