



Position Description

Job Title

Governance Director

General Accountabilities

It is acknowledged that Board positions are voluntary, but notwithstanding that, Board Members are expected to comply with the following:

1. Each Board Member must contribute sufficient time, energy and commitment to ensure that all of that position's accountabilities are met;
2. Being a Board Member of an SANFL Club involves much more than just turning up for monthly Board Meetings – it is anticipated that most of the activities will take place between meetings.
3. Board Members will provide a written update for their portfolio three business days in advance of monthly Board Meetings.
4. Board Members must attend and support all key WAFC Club functions where possible;
5. Board Members must be ambassadors for the WAFC and use their contacts and associations to further the interests in the WAFC wherever possible.
6. Board Members must attend WAFC matches to the extent possible;
7. Board Members must be prepared to work as a team, allowing for robust discussion, but ultimately supporting Board decisions once they are made.
8. Despite having specific individual responsibilities, each Board Member is encouraged to participate in a meaningful way in discussions and debates on all matters coming before the Board (ie not just those within their designated remit).

Key Relationships

- Governance Committee Chair.

Accountabilities

Individual Responsibilities include:

1. Being an active member of the Governance Committee (and in particular to ensure that each Board Members are aware of and comply with individual Board Member Obligations and Responsibilities requirements and that appropriate Terms of Reference for all Subcommittees are in place)



West Adelaide Football Club

2. Conducting Risk Review/ Assessment of the WAFC and its activities, including, without limitation, an assessment of the risks arising from the following:
 - Staff employment policies and procedures
 - WHS risks
 - IT system and structure
 - Financial reporting systems (and timeliness)
 - Board and staff structure (and ability to cover for key roles in the absence of one or more individuals)
 - Volunteer engagement and conduct (including compliance with 'working with children' clearance requirements) etc.
3. Monitoring managed documents for review.
4. Facilitating initiatives for continuous improvement in Board Performance including surveys.

Measures of Success

- Governance self-audit tool maintained with minimal outstanding items.
- Terms of reference in place for all sub-committees
- Annual risk review with all extreme risks communicated and mitigated where possible.

Minimum Experience/Qualifications

- Risk Management
- Policy and procedure Management

KPI's (To be updated annually)

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