

POSITION DESCRIPTION

GOVERNANCE OFFICER



Executive Role

To support the President in decision making, overseeing and long-term focus level of the committee.

Objectives

- To provide overall guidance, direction, oversight and stewardship of the club
- Ensure the club is run efficiently, administratively, financially and socially to support all on-field activities.
- To provide support to the executive and non-committee members to ensure the efficient operation of the club.
- To ensure the careful and responsible management of the Club through transparency, while supporting Executive and Committee members to exercise due diligence and fulfil their legal responsibilities.

Responsibilities

- To assist the president to ensure there is a **current Strategic and Operational Plan** in place, and that all appropriate people are made responsible for their performance outcomes to better the club
- Ensure the executive committee members and non-executive committee members **fulfil their legal and responsibilities** to the club under the direction of the President.
- Be familiar with the **rules and practices** of the governing bodies including local council and any other body that requires governance implementation.
- Act as **tribunal delegate** as required.
- Undertake tasks at the request of the executive or non-executive committee.

Relationships

- Reports to the members and executive committee.
- Supports all executives, members, and volunteers.
- Liaises with the executive committee.
- Liaises with the non-executive committees.

Accountability

- The Governance Officer is accountable to the President and the executive committee.
- Provides a report on any aspect of portfolio operations to the executive committee when requested.
- Seeks ratification from the appropriate committee member prior to committing the club to any financial expenditure or action.

Commitment

Time commitment: approximately 10 hours per week

Version: June 2026
Review date: October 2026
Approved: Vice President

Date:

Signature: