

AFL SOUTH COAST POSITION DESCRIPTION



Position: Board Member Department: AFL South Coast Board		Date: October 2014
Overview of Role	The member elected board role will have a significant position in the strategic planning and implementation of the AFL South Coast Association. A key role will be the development and implementation of strategies policies and processes to meet the Association Values & Mission.	
Key Relationships	Reports to: Board Chairman Other Key Relationships: <ul style="list-style-type: none"> ➤ Football Operations ➤ League Chairmen ➤ Club Executives ➤ AFL NSW Representatives 	
Job/Task Profile	Key Responsibilities: <ul style="list-style-type: none"> • Attend regular Board Meetings • Develop and implement strategies and policies to achieve Association goals • Represent the best interests of member clubs • Liaise with multiple stakeholders • Assist in resolving any disputes within the association • Assist, support Football Operations in promotions and event management • Act as an ambassador for the Association • Strive to ensure that the Association achieves the maximum amount of positive publicity 	

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<p>Key Selection Criteria</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> ➤ Planning and Organisation <ul style="list-style-type: none"> • Able to efficiently establish an appropriate course of action to accomplish a goal • Able to consider two or more separate ideas or opinions and make an informed decision without bias ➤ Communication Skills <ul style="list-style-type: none"> • Relates easily to others • Willingness to accommodate other people's points of view • Able to express ideas clearly in a verbal and written manner • Able to clearly understand verbal and written material • Has good presentation skills ➤ Management Skills <ul style="list-style-type: none"> • Business management experience • Ability to think strategically • Able to control and maintain processes, people and tasks • Able to direct volunteers in implementation of policies and strategies • Able to effectively allocate responsibilities to the appropriate subordinate or resource • Accomplishes tasks efficiently by considering all areas involved <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in working as a volunteer and / or working with volunteers or volunteer committees • Previous Australian Football experience or other experience in the sports industry • Basic computer skills - Able to prepare reports using Word and Excel
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AFL SC Values & Vision	<p>Our VISION: AFL to be respected and known in the Illawarra & Shoalhaven, with increased player numbers and standard of competition</p> <p>➤ Values</p> <ul style="list-style-type: none">• Inclusive• Participation• Integrity• Respect• Family <p>➤ Mission</p> <p>Promote & Develop the game of AFL on the South Coast through delivery of quality competitions.</p> <p>➤ Purpose</p> <p>Combine Resources, Talent & Experience to enable good governance and development</p>
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<p>AFL Values</p>	<p>Our LEGACY: <i>leaving the game and community in better shape for future generations.</i></p> <p><i>Three pillars that support our legacy principle: Accountable, Progressive and Respectful</i></p> <p>➤ Accountable</p> <ul style="list-style-type: none"> • Focus on delivering or exceeding performance objectives • Responsible for our actions and results and do what we say we will • Act with integrity – deal with all people honestly, ethically and transparently • No surprises • Make decisions in a timely manner, even when under tight deadlines and pressure • Be prepared to go the extra mile • Persevere when faced with setbacks <p>➤ Progressive</p> <ul style="list-style-type: none"> • Strive for constant improvement • Respect the great history of our game and its role in the community but challenge the status quo • Find new and creative ideas to innovate • Focus on the future • Embrace change and new ideas <p>➤ Respectful</p> <ul style="list-style-type: none"> • Embrace and respect diversity and inclusion – understand and value the differences in every person • Acknowledge the efforts of others • Listen actively and consider other viewpoints • Cooperate with others • Help team or other departments or stakeholders in getting work done • Act with humility and modesty
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Volunteer Rights and Responsibilities	<p>Volunteers have the right to:</p> <ul style="list-style-type: none">• An orientation to the league• A clear job description• Job satisfaction• Support and respect from the League and co-workers• Guidance from someone who is experienced and well informed• Be involved in decision making• Have access to training if needed• Insurance and safety• Know who they are accountable to and have clearly defined channels of communication open to them• Know what tasks they will be expected to perform and say “no” to tasks they are unable to do or do not want to do <p>Volunteers have the responsibility to:</p> <ul style="list-style-type: none">• Be sure they have the time to take on the position/task• Be loyal – offer suggestions, but don’t knock other people’s ideas• Be willing to learn – training is essential to any job well done• Keep on learning – Know all you can about your organisation and your job• Welcome supervision – you will do a better job and enjoy it more• Speak up – ask about things you don’t understand• Be dependable – do what you agree to do• Be a team player – respect the function of other staff and treat them fairly• Provide feedback on the work being done
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