



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

Description of the volunteer role:
<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>

Key Responsibilities:
<ul style="list-style-type: none"> • Understand, implement and lead the SOA Club charter • Obtain a good working knowledge of the SOI Official General Rules and duties of Club LT • Establish and develop relationships with the local council within your LGA • Advise SOA Zone Manager of any changes to the Club LT • Serve as an ambassador and spokesperson for the Club • Oversee compliance with the SOA code of conduct by all members of the Club • Compliance with all WH&S legislation and SOA WH&S Policy

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



Education	<ul style="list-style-type: none"> • Minimum of 3 years relevant business or leadership experience 	<ul style="list-style-type: none"> • Previous experience as a chair or vice chair in a comparable organisation • Previous experience with a not for profit or disability organisation
------------------	---	---

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

Key Relationships And Interactions:	
Internal	SOA Executive Team and staff, Zone LT and members, Club LT and members
External	Sponsors and partners, local government

Special Olympics Vision, Mission, About Us, and Athletes Oath	
SOA Vision	Everyone with an intellectual disability has the opportunity to participate in sport
SO Mission	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.
About Us	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.
Athletes Oath	"LET ME WIN. BUT IF I CANNOT WIN, LET ME BE BRAVE IN THE ATTEMPT."