

Position Description – Non-Executive Director / Company Secretary (Non-Member, appointed)

Duties of Directors	
Role	Non-Executive Director
Reports to	President
Location	Australia
Company Overview	Founded in 1996, Sports Dietitians Australia is the peak body for sports dietitians in Australia. SDA provides the credential for dietitians to specialise in the practice of sports nutrition, a credential that is regarded both in Australia and overseas. SDA has 630 members who work in settings ranging from elite level through to grass roots sports. SDA has a turnover of ~\$400,000pa with the primary sources of revenue being membership, education and select sponsorship arrangements.
Current Board	Please see Appendix 1 for the current Board members and their bio information.
President	Gaye Rutherford, Accredited Sports Dietitian
Vice President	Dom Condo, Accredited Sports Dietitian
Company Secretary	Anoop Singh (Appointed Director) – stepping down October 2021

The role of the board

- Develop and advocate the purpose, vision, mission, values and objectives of SDA, and ensure they are supported by strategic and operational plans.
- Assist the EO to carry out the strategic imperatives of SDA, providing the necessary professional support he/she needs in doing so.
- Develop policies and controls that ensure the responsible operation of SDA and compliance with statutory and fiduciary obligations.
- Ensure SDA has adequate financial resources and infrastructure to carry out its operations, and that these are managed effectively and efficiently.
- Continually monitor the performance of SDA to ensure stakeholder value through the achievement of objectives.
- Evaluate the performance of the Board itself, its Committees and that of the EO.
- Ensure SDA is sustainable and self-sufficient through succession planning.

The role & responsibilities of directors

- SDA seeks to appoint a non-executive director.
- The role requires attending approximately 8 Board meetings, an annual 2-day strategy weekend (usually held in Melbourne) and serving on at least one Board committee or project each year. Some interstate travel is anticipated if residing outside of Melbourne. This role will also sit on the Finance, Audit & Risk Committee that oversees budgeting, auditing, investment and risk, which meets via Zoom 4 times per year.
- The role may require attendance in monthly conference calls for management/financial reporting and general compliance issues.
- Be informed about and committed to SDA's vision, strategic goals, policies and programs.
- Review the agenda and supporting materials prior to Board, and Project meetings.
- Monitor SDA's budget and financial performance to ensure solvency, financial strength and good performance.
- Offer to take on special assignments of the Board or a particular project.
- Participate in planning sessions and attend SDA functions.
- Meet with or be available to the EO out of session if required.
- Ensure all approaches made on behalf of SDA, either in business and/or social settings, are within agreed strategies and follow agreed policies and procedures.
- Identify potential Board or project members and assist with recruitment if required.
- Participate in self-evaluation on an annual basis with the President of the Board and EO.
- Directors must disclose any matters relating to SDA in which he/she has a material personal interest or potential conflict of interest.
- Directors must at all time act honestly, in good faith, and to the best of his/her ability in the interests of SDA (fiduciary responsibility).

Competencies & skills (role related)

- **Financial/Accounting credentials** – university level qualifications in commerce, economics or business management, post-graduate credentials
- **Accounting and finance experience** – exemplary ability to read and comprehend the company's accounts, financial material presented to the board, financial reporting requirements and corporate finance expertise
- **Demonstrated extensive commercial experience**
- **Risk Management** – experience in managing areas of major risk management to the organisation
- **Strategic expertise** – the ability to review the strategy through constructive questioning and suggestion and contribute to the effective decision making of the board
- **Knowledge of a director's responsibilities** – includes an understanding of the role as well as the legal, ethical, fiduciary and financial responsibilities
- **Prior experience as a Company Secretary** (preferred)
- **Experience/knowledge of the sports industry** (desirable)
- **Not for profit experience** (desirable)
- **Prior Board experience** (desirable)
- **Legal** – the Board's responsibility involves overseeing compliance with numerous laws as well as understanding the individual director's legal duties and responsibilities (desirable);

- **Managing people and achieving change** – experience in current management thinking on employment, branding, engagement, strategic vision and stakeholder communication; experience in executive remuneration and compensation (desirable)
- **Experience in leading teams** (desirable)

Competencies (personal attributes)

- **Integrity** – fulfilling a director's duties and responsibilities, acting ethically, appropriate independence, putting the organisation's interests before personal interests;
- **Collaborative yet curious and courageous** – a director must be able to function as an effective team member but also must have the curiosity to ask questions and the courage to persist in robust discussions with management and fellow board members where required;
- **Emotional intelligence** – as well as self-awareness and self-management, a director needs to demonstrate empathy manifested through strong interpersonal skills. A director must work well in a group, listen well, be tactful yet able to communicate in a cogent and candid viewpoint;
- **Commercial judgement and instinct** – a director needs to demonstrate good business instinct and acumen, and be able to assimilate and synthesise complex information;
- **Active contribution** - a director needs to be a motivated and active contributor with genuine interest in the company and its business.
- **Invested in the growth of SDA.**

Key Performance Indicators

- Number of Board and project meetings attended (>90% attendance & timely access to board papers prior to meetings)
- Level of contribution at Board and project meetings
- Number of opportunities/'leads' brought to SDA
- Delivery against agreed Projects from Board Planning meeting
- Representing and adhering to SDA values at all times.

Remuneration and benefits

- The role is voluntary however travel and related expenses are covered by SDA, ie Board members will be reimbursed for expenses incurred as a result of executing SDA business.
- Access to professional development as determined from time to time.