

POSITION DESCRIPTION CHIEF GOVERNANCE OFFICER

ROLE

Chief Governance Officer

ORGANISATION OVERVIEW

Equestrian NSW is the not-for-profit state sporting organisation which governs and leads equestrian sports in NSW. It has 8,500 members, a turnover of about \$2.5m per year, employs six people and is based at Sydney International Equestrian Centre.

ROLE PRIMARY PURPOSE

To oversee all aspects of governance and ethics to ensure that Equestrian NSW achieves its statutory and policy obligations and objectives.

ROLES AND RESPONSIBILITIES

- Board and Subcommittees Secretary
- Legal and ethical compliance and assurance
- Member protection and discipline
- Continuous improvement of policies and standards

COMPETENCIES AND SKILLS

- **Sport Governance** – including an understanding of the legal, ethical, fiduciary and financial responsibilities
- **Legal** – overseeing organisation compliance and assurance with relevant laws as well as policies and standards
- **Risk Management** – understanding the principles of risk management and experience in the practical application of risk management across an organisation
- **Managing People and Changes** – experience in current management thinking on employment, branding, engagement and stakeholder communication
- **Sport knowledge** – experience in equestrian and related governing bodies

VALUES AND BEHAVIOURS

- **Integrity** – appropriate independence and putting the organisation's interests before personal interests;
- **Collaborative yet curious and courageous** – 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 board members where required;
- **Emotional intelligence** – as well as self-awareness, needs to demonstrate empathy through strong interpersonal skills. Must work well in a group, actively listen, be tactful yet able to communicate in a cogent and candid way.
- **Active contribution** – needs to be an active contributor with genuine interest in the organisation and its members.

COMMITMENT

- The Board meets ten times a year at Sydney International Equestrian Centre, on the last Monday of the month
- Board meetings generally start at 6:30pm and conclude before 9:00pm
- While face-to-face meetings are preferred, Zoom is also used
- Subcommittees meet about four times per year, or as needed
- Overall hours are about 20-40 per month

SUBCOMMITTEES

- Finance, Audit and Risk Management
- Board Nominations
- Member Communications

REPORTING

This is a permanent part-time position, reporting to the Chief Executive Officer for administrative purposes and to the Board President for governance responsibilities.

QUALIFICATIONS AND EXPERIENCE

Essential

- Legal or business qualifications
- At least five years of experience in a senior executive or company secretary role, preferably in the not-for-profit sporting sector
- Knowledge of equestrian sports

Preferred

- Company Secretary qualifications
- Detailed understanding of the Equestrian Australia policies and bylaws