



## DIRECTOR FOR THE BADMINTON VICTORIA BOARD

### POSITION DESCRIPTION

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Role	: Director
Organisation	: Badminton Victoria

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#### **Environment**

Badminton Victoria (BV) is the state sporting association in Victoria, affiliated with Badminton Australia (BA), it leads and develops the sport of Badminton across the state in partnership with its members and stakeholders.

Badminton is both an Olympic and Commonwealth Games sport. BV exists to represent its member's and participants' interests and strives to be an inclusive organisation. We ensure a sustainable and financial future for our sport. We lead and collaborate with our stakeholders and are 'one voice' in advocating for and representing the sport. We believe in instilling a 'sense of community and belonging' and a culture where members' and participants' pursuits are paramount in all we consider and undertake.

It is an exciting phase for BV. The strategic plan is now in full swing, and the Board of Directors is looking for an enthusiastic volunteer who would like to join this dynamic Board to provide valuable input into the way BV markets its products, services, and engages with its members.

If you feel you are the right candidate – please apply – we would love to have a conversation.

#### *What we are looking for:*

- Work closely with the Executive General Manager (EGM) and the Board of Directors in growing and enhancing the reach of BV utilising various sales and marketing platforms
- Be the subject matter expert in educating and implementing best practices to drive advertising, digital marketing, direct marketing, personal selling, public relations, and sales promotion to provide additional revenue streams to BV
- Provide input in best practices for publications on social media platforms to drive meaningful, impacting engagement and measure to monitor the success of initiatives
- Be the subject matter expert in contacting existing and prospective clients to organise networking/social events to grow the financial base of BV

#### *Skills and Experience:*

- Strong marketing and communication experience
- Experience in project management and organisational skills, including demonstrated ability to guide and engage EGM and the Board of Directors
- Demonstrated capability in providing recommendations and ability to drive marketing and communication across digital, face to face and print media
- Ability to develop marketing strategies and reporting capability of initiatives
- Proactive and ability to influence a broad range of stakeholders



## **Primary Purpose**

The role of a BV Director is, together with other Directors of the Board, to be responsible for ensuring that BV complies with the BV Constitution and all other relevant regulatory requirements in Victoria. In addition, Directors through the Board are required to ensure Badminton Victoria's financial viability and provide leadership to ensure badminton's ongoing prosperity for its members, participants, and stakeholders. Director positions are voluntary positions.

## **Responsibility and Function**

*The Board's key responsibilities are:*

- To act in the interests of the Organisation as a whole
- Provide strategic direction for the Organisation and effective oversight of Management

*The key functions of the Board include:*

- the nomination and appointment of Directors, membership, and role of Board Committees, including appropriate succession planning
- ensuring a diverse and effective Board, in line with the Organisation's Constitution with appropriate policies and procedures for the Board and its Committees
- appointing, supporting, and providing advice and counsel to, evaluating, and rewarding the EGM, taking an active role in overseeing the growth of the management leadership talent pool and approving the management succession plans
- through constructive engagement with senior management and key stakeholders, review, add value to, approve and monitor the Organisation's purpose, core values, ethical framework, strategic direction, and objectives
- supporting, reviewing, and monitoring the operational and financial performance of the Organisation
- monitoring key financial and non-financial risk areas by ensuring the implementation of effective risk management and internal control framework
- consider and agree on Committee and management recommendations on key issues, including organisational structuring and resourcing, capital management, significant contracts, and capital expenditure
- the power to make, add to, alter, or rescind any Organisation's rules, regulations, and by-laws as it sees fit
- managing Directors', EGM and staff interests, conflicts of same and related party transactions.
- delegation of powers and authorities, while understanding the Board remains responsible for all decisions of the Organisation
- oversight of compliance with appropriate laws and regulations and major litigation.
- evaluating Board processes and performance of the Board as a whole, as well as contributions by individual Directors, ensuring the Board's effectiveness in delivering good governance, including performance and conformance matters
- corporate governance matters, including frequency and agendas of Board and Committee meetings.
- matters pertaining to Members, including meetings, communications, and relations; and
- ensure that there is a strong working relationship with all relevant stakeholders including but not limited to BV Members, Sport and Recreation Victoria, Badminton Australia, including regular communication on major issues confronting the Organisation



## Code of Conduct

The Organisation takes ethical and responsible decision-making very seriously. It expects its staff, managers and Directors to do the same.

Based on the Organisation's core values, the code is designed to encourage ethical and appropriate behaviour in all Organisation activities and dealings with stakeholders based on the Organisation's core values.

The code also addresses matters relevant to the Organisation's compliance with its legal obligations to all stakeholders.

The Board has an appropriate system for enforcing compliance with the Code and this contained in the Code of Conduct

Should you require any further information please contact:

- Tjitte (TJ) Weistra – Executive General Manager, Badminton Victoria – [tjitte.weistra@badmintonvic.com.au](mailto:tjitte.weistra@badmintonvic.com.au)
- Rochelle Liyanage – President, Badminton Victoria – [president@badmintonvic.com.au](mailto:president@badmintonvic.com.au)
- Bhavi Desai – Board Director and Chair of Governance Committee, Badminton Victoria – [bv.bhavidesai@gmail.com](mailto:bv.bhavidesai@gmail.com)