



Women Onside Job Description

Women Onside is an Australian not-for-profit company limited by guarantee. We are a membership and advocacy organisation for women in football everywhere.

Our Vision

Women in football everywhere

Our Mission

To ensure women have equitable opportunities and representation in football leadership through advocacy, engaged networks and professional development.

Our Purpose

To inform, inspire and influence leadership pathways for women in football in Australia.

Job Title	Director
Purpose of the Position	<p>The primary function of the Board of Directors is to be responsible for governance, strategy and policy formulation, and to oversee the management of the affairs of Women Onside.</p> <p>The Board is responsible for ensuring the organisation fulfils its purpose and objectives, and in doing so, meets all the legal and moral responsibilities and requirements consistent with ‘best practice’ corporate governance.</p> <p>This responsibility is one of stewardship on behalf of the organisation’s members and other stakeholders, ensuring that Women Onside not only remains viable but has a secure long-term future.</p>
Role and Responsibilities	<p>Board Directors have legal responsibilities under common law and statute including duties to:</p> <ul style="list-style-type: none"> • Act honestly and in good faith; • Perform competently by exercising care, skill and diligence in making decisions; • Act in the best interests of Women Onside; and • Declare any conflict of interest, actual or perceived. <p>Individually, Board Directors must:</p> <ul style="list-style-type: none"> • Be diligent, attend Board meetings and devote sufficient time to preparation for Board meetings to allow full and appropriate participation in the Board’s deliberations; • Respect the confidentiality of information and not disclose to any other person confidential information other than as agreed by the Board or as required by law; • Participate (as required) in Women Onside sub-committee work and/or coordinating sub-committees to ensure that all sub-committees operate efficiently and are able to achieve their expected outcomes; • Keep abreast of Women Onside’s activities and be prepared to offer practical and philosophical suggestions and advice; • Proactively help position Women Onside in the community and not do anything that in any way denigrates Women Onside or harms its public image; and • Act as a role model, change agent and professional exemplar in all matters concerning Women Onside. <p>Collectively, Board Directors are required to:</p> <ul style="list-style-type: none"> • Set strategic direction, including developing the mission, vision, purpose, strategic plan and key priorities for Women Onside; • Govern Women Onside in accordance with policies and procedures; • Identify and characterise risk relevant to Women Onside and ensure there are effective risk management strategies in place; • Keep informed of member and stakeholders concerns, needs and interests

	<p>and ensure that these receive proper consideration by the Board;</p> <ul style="list-style-type: none"> • Monitor organisational performance; and • Share equal responsibility for the financial integrity of Women Onside and monitor the financial performance and health of the organisation (this includes ensuring the proper keeping of records, registers, accounts, reports and lodgement of documents). <p>Board Directors are expected to work together collaboratively to achieve the Board's purpose (as outlined above) and should speak publicly with a single collective voice.</p>
Time Commitment	<p>Board Directors can expect to spend, on average, 6 – 8 hours per month on Board matters. The Board Chair and Sub-Committee Chairs leads will spend more time than that.</p> <p>The annual functions and minimum time commitment are set out below:</p> <ul style="list-style-type: none"> • Board meetings: 11 Board meetings in each financial year of 1.5 to 2 hours duration • Planning Workshop: ½ day workshop with ½ day preparation • Annual Conference/AGM: 2 full days each year • Participation in membership activities outside Board meetings (e.g. special interest webinars, conference, networks, professional development webinars): As required
Key Performance Indicators	<ul style="list-style-type: none"> • Board reviews are undertaken every year to help identify skills and strengths of individual Board Directors that might enhance the Board's overall performance and/or any skills gaps; • Attendance by each Director at a majority of Board meetings per year; • Participation in membership activities outside Board meetings by each Director; • Women Onside being regarded by members and stakeholders as well organised, efficient, professional and member focussed; • Compliance (individually and collectively) as Directors with legal duties and obligations; • Maintenance of sound working relationships with key stakeholders, Sub-Committees, Sponsors, Funders and Governments; • Financial viability of Women Onside; and • Responsiveness to communication/feedback.
Eligibility	<p>Board Directors may have one or more of the following qualifications for election or appointment to the Board:</p> <ul style="list-style-type: none"> • Previous experience in board management, governance, constitutions and strategic planning; • Football knowledge and/or experience as a player, coach, administrator or referee. • Experience and understanding of advocacy and policy; • Strategic management experience in business, government, sport or not-for-profit organisations; • Legal qualifications; • Accounting qualifications; • Marketing, communications, commercial and/or sponsorship experience. • Government Relations
Remuneration	<p>This is a volunteer role with no remuneration. Reimbursement of reasonable expenses.</p>