# DIRECTOR FOR THE BADMINTON AUSTRALIA BOARD
# POSITION DESCRIPTION

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| **Job Title:** | **Director** |
| **Organisation:** | Badminton Australia |

## Environment

Badminton Australia (BA) is the peak body for the sport of Badminton within Australia. Affiliated with the Badminton World Federation (BWF), Australian Olympic Committee, Commonwealth Games Australia and Paralympics Australia, it leads and develops the sport of Badminton across the country in partnership with its member State/Territory Sporting Organisations. Badminton has the unique position of being an Olympic, Paralympic and Commonwealth Games sport with over 450,000 participants and close to 20,000 members across Australia. The Badminton National Strategic Plan for 2025-2028+ supports the growth and development of badminton in Australia.

Key functions of Badminton Australia include the operation of a High-Performance Program, with Performance Hubs in Melbourne and Sydney, which is largely funded by the Australian Institute of Sport. Badminton Australia is responsible for 3 international tournaments and four national carnivals per year. It also oversees an extensive participation pathway, coach and technical official education, along with player development. Badminton Australia has a small group of key staff who are predominantly based out of the Melbourne office.

### Child Safety

As part of your role, you may be working with children and young people or making important decisions that will affect them. It is your obligation to always ensure their safety and report any concerns that you have, in line with BA's commitment to child safety. You will be required to regularly provide the necessary working with children, police records and reference checks. We have zero tolerance when it comes to abuse of any kind and will take disciplinary action, including and up to termination of position, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse.

### Primary Purpose

The role of a BA Director is, together with other Directors of the Board, responsible for ensuring good governance, that BA and Directors complies with the Corporations Act, and that the Directors comply with the Constitution. Directors through the Board are required to ensure the financial viability of Badminton Australia, and to provide leadership to ensure badminton's ongoing prosperity for its stakeholders.

The Board comprises five elected Directors and up to two appointed Directors, with the position of President appointed by the Board from amongst the elected Directors. Directors are appointed for a term of two years.

Director positions are voluntary positions.

**Duties**
As per the Badminton Australia Constitution, Directors are required to:

- Become familiar with the Badminton Australia Constitution and the Corporations Act
- With other Directors, be collectively responsible for ensuring that Badminton Australia complies with the Corporations Act and the Badminton Australia Constitution
- Ensure that Badminton Australia complies with all requirements in the Corporations Act regarding financial statements
- Be part of an evaluation process of the Board's performance

As per the Badminton Australia Board Charter, Directors are required to:

- Establish BA's purpose, values, and strategies
- Employ the Chief Executive Officer (CEO) and monitor management and organisation performance against Board-established criteria
- Provide leadership ensuring that BA achieves continuing prosperity in the best interests of BA and its stakeholders
- Ensure an appropriate mix of Directors through the appointment or election of appropriately skilled personnel
- Determines the appropriate culture for BA, and model behaviours that both reflect and promulgate the desired culture
- Identify and monitor the management of corporate risks
- Ensure that BA complies with all internal and externally imposed compliance requirements
- Ensure BA establishes and maintains an effective interrelationship with stakeholders
- Ensures that internal processes and procedures are designed to provide effective controls and serve as the basis for reporting to the Board as required
- Ensure that the Board makes the best possible use of its meetings by dealing only with matters that have governance-level significance, by focusing primarily on the future and, within a defined policy framework, by delegating as much as possible to the CEO
- Ensure that reports and proposals for the Board are timely, contain required content, and are formatted so as to reinforce and support the Board's governance role
- Review and approve transactions that are not consistent with the ordinary course of business in line with the Delegations Policy

Other Responsibilities:

- Adhere to BA Policies, Procedures, rules, regulations, and directions
- Support and represent BA at national and international events as needed
- Guide strategy and policy making to achieve and maintain high quality services in harmony with the objectives of BA
- Actively participate in Board meetings and Board sub-committee meetings as required
- Avoid any real or perceived conflicts of interest and complete the BA online Register of Interests Form.
- Comply with the Badminton Australia Directors Code of Conduct.

## Requirements

- When nominating as an elected Director, a nominee must be a Registered Individual (a member) with an affiliated club who is registered with their State/Territory Member organisation
- Nominees for Director positions on the Board must be over the age of 18 years, reside in Australia and meet the qualifications as prescribed from time to time by the Board and set out in the Regulations
- An employee of a State/Territory Member or of BA cannot also be a Director
- A member of a Board or committee of management of a State Member cannot also be a Director
- A voting State/Territory Delegate cannot also be a Director
- A Director, who is a member of a State Member Board or committee of management or is an employee of a State Member, must resign that position immediately should they be elected or appointed to the BA Board
- An individual holding an operational position (either paid or unpaid) with BA (i.e. reporting to the CEO) cannot be a Director
- A person who is employed or contracted by an organisation that supplies goods or services to BA on a commercial basis cannot be a Director
- An outgoing CEO cannot be appointed to the Board for three years after leaving the CEO position
- **Skills and expertise in the area of governance, finance, digital, marketing, commercial, and fundraising will be highly desirable.**

The Board shall meet as often as is deemed necessary and at least five times in every financial year for the dispatch of business and may adjourn and otherwise regulate its meetings as it thinks fit. Time commitment from Directors includes:

- Attendance at Board Meetings: usually held once every two months, for two hours in duration, primarily held online
- Attendance at Board sub-committee meetings as required
- Attendance at the AGM
- Review of information between meetings for urgent matters

Should you require any further information please contact Badminton Australia CEO, Tjitte Weistra at Tjitte.Weistra@badminton.org.au

Nominations for a Director position are to be submitted in writing, including a cover letter and resume, to Tjitte Weistra, CEO, at Tjitte.Weistra@badminton.org.au