



Position Description

ABSC Board Member

Role Purpose	<p>The role of a Board Member is to work with the President, Secretary, Treasurer and other Board Members to ensure the organisation sets and meets its strategy, goals and objectives, is administered according to its Constitution, Policies and By-laws and meets all legal and compliance obligations.</p>
Key Role Responsibilities	<p>Primary responsibilities of an ABSC Board Member are to:</p> <ul style="list-style-type: none">• Be actively involved in the Board's undertaking of its functions.• Support the President and other Board Members in the planning, development and implementation of ABSC strategic priorities.• Maintain a detailed understanding of trends in the Billiards and Snooker community both nationally and internationally, and recommend initiatives to the Board which will aid development of the sports in Australia.• Maintain a good working knowledge of the ABSC constitution, policies, by-laws and procedures as well as the roles and responsibilities of all Board and Sub-committee members.• Have a sound understanding of the financial position of the ABSC, and play an active role in ensuring its financial management and ongoing profitability.• Delegate for the President at local tournaments and events as required.• Effectively promote the development of Billiards & Snooker on a national and local basis, by serving as an active advocate and ambassador for the ABSC.
Key Role Requirements	<ul style="list-style-type: none">• Board Members are required to attend approximately 8 Board meetings per year, together with the AGM. Most meetings will be held via digital platforms, but the AGM will be held in person when possible.• Board Members are expected to chair one or more ABSC Sub-committees depending on their interests and experience, and participate in others.• A commitment of at least 2 hours per week is likely in order to stay abreast of national, international sport and compliance issues, and to make an effective contribution to Board deliberations.• A Director Identification Number issued by Australian Business Registry Services must be provided to the ABSC Secretary General.• The position is not remunerated, however travel, accommodation and other out-of-pocket expenses incurred on ABSC business will be reimbursed.• A Working With Children clearance will be required if performing an official role at junior tournaments
Budget Management	<ul style="list-style-type: none">• Required to contribute to and approve annual budget and to monitor the financial health of the organisation based on regular reporting from the Treasurer. The Board is required to approve all significant items of expenditure.

JOB HOLDER CAPABILITIES	
Qualifications and Experience	<ul style="list-style-type: none"> • Previous experience in cue-sports administration in a senior role. • Previous experience in a not-for-profit, volunteer-based organisation is preferable. • Sound knowledge of the Billiards & Snooker community and current issues both locally and internationally. • Standing and influence in their community, so that national priorities on the ABSC agenda are given appropriate consideration at the local level. • Experience with marketing, sponsorship and fund-raising.
Knowledge and Skills	<ul style="list-style-type: none"> • A working knowledge of the ABSC constitution, policies, by-laws, and procedures as well as the roles and responsibilities of all Board and sub-committee members. • A sound understanding of the governance and compliance obligations of the ABSC and its Board members. • A basic understanding of the financial statements of the ABSC, and the confidence to ask for clarification where required. • The ability to participate actively in all Board discussions and express points of view in a considered and respectful manner. • An ability to work collaboratively with Board and Sub-committee members, and to chair Sub-committee meetings. • An understanding of the Board Member role, the ability to maintain Board confidentiality, and to identify and declare any conflicts. • An ability to engage personally with existing and potential sponsors. • Experience with the use of digital technologies and social media. • High-order written and verbal communications skills. • Well-developed decision-making skills. • A bias for action and receptive to change.