



Position Description – Governance Officer

The role of the Governance Officer is to provide support and advice to the club on matters relating to the governance of the club to ensure good, transparent and fair practices are in place.

Desirable Attributes:

The Governance Officer should:

- have a good understanding of governance matter relating to the operation of a sport club.
- be a person who can develop good relationships internally and externally
- be forward thinking and committed to meeting the overall goals of the Club
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of coaches, referees and players
- be a good role model and a positive image for the Club in representing the Club
- be able to raise concerns with the Committee where they arise

Specific duties include but are not limited to:

- Attend committee meetings to report on governance matters.
- Responsible for the maintenance of accurate position descriptions for the club.
- Responsible for ensuring review of club documentation is undertaken within the approved timeframes.
- Represent the club at VWA events relating to governance.
- Assist the secretary in maintaining club records and data.
- Support other officers in the development of club policy and documentation.
- Ensuring the completion of the annual Australian Sports Commission "Club Health Check"
- Provide advice and update to the committee on governance matters.

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