

**Non-executive/Independent Director (NED) Position Description Template**

**April 2018**

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PURPOSE OF THIS TEMPLATE

This document has been prepared by the NSW Office of Sport as a guide for New South Wales State Sporting Organisations (**SSOs**) to assist with an SSO’s governance. IT IS A TEMPLATE ONLY. This document should be read in context with the NSW Office of Sport’s Sports Governance Capability Framework and in particular paragraph 1.11.

INSTRUCTIONS

The document has been designed specifically for sport and seeks to take into account the issues which an SSO might need to consider; for example, Sport must deal with the impact of drugs; Sport is affected by child protection legislation; and Sport operates under a national system where the national body can make rulings and set policy that will flow through the Sport and affect those playing at Club level.

All levels of an SSO and all persons within a Sport should work together for the advancement of the Sport and the SSO through sharing common purposes, structures, policies and procedures. This will hopefully improve the governance and delivery of a Sport and hopefully make it easier to address issues of joint concern, to share information and to maximise the sport’s marketability.

Finally, with the increasing amount of legislation affecting sport, Sports must enact consistent and complementary policies and strategies that address areas of governance and common risk that flow through the organisation.

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NED may have specific skills in commerce, finance, marketing, law or business generally or such other skills which complement the Board composition and the organisation’s strategic priorities. NED need not necessarily have had experience in or exposure to the sport but must be prepared to gain an understanding and knowledge of the role and activities and business of the organisation. An NED does not need to be a member of the organisation to be, or remain, appointed as an NED.

Skills for consideration for appointment as an NED include:

### commitment to the organisation’s strategy, objects, policies, rules and values.

### previous experience as a director of a company or organisation;

### demonstrated ability to understand wide scope of sporting and/or community issues, including requirements and objectives of sport governing bodies;

### business, commercial, risk management or management, preferably with knowledge of relevant legislation governing the incorporation and operation of the organisation as well as not-for-profit compliance in the areas of corporate governance and directors’ duties and responsibilities;

### excellent presentation, advocacy and communication skills, in order to articulate the vision of the organisation;

### ability to demonstrate major achievement or contributions in previous roles;

### ability to work and communicate effectively within the group and with external parties. A candidate must not at any time, in the opinion of the Board, have acted in a manner prejudicial to, or contrary to, the interests or objects of the organisation;

### understanding the strategic planning process and have the ability to implement;

### commitment to the role and have the ability to devote sufficient time and energy to the position,  including a preparedness to engage in Professional Development as required by the organisation;

### fulfilling a director’s duties and responsibilities, acting ethically, appropriate independence, putting the organisation’s interests before personal interests;

### being able to function as an effective team member whilst also having the curiosity to ask questions and the courage to persist in robust discussions with management and fellow board members where required;

### Having self-awareness and self-management, and needing to demonstrate empathy manifested through strong interpersonal skills. An NED director must work well in a group, listen well, be tactful yet able to communicate in a cogent and candid viewpoint;

### demonstrating good business instinct and acumen, and be able to assimilate and synthesise complex information;

### being an active contributor with genuine interest in the company and its business