



Vicsport Board Bank

Ice Sports Victoria has 3 positions available on its board. Please note, these are voluntary (unpaid) positions: Ice Sports Victoria is a Not For Profit organisation.

Experience in the area of ice sports is NOT a requirement for the board positions (please refer to the Position Descriptions below), however, a commitment to working in a team environment, inclusivity, Access All Abilities, community sport and recreation, and a passion to work with, engage, support and motivate others are all essential criteria.

Ice Sports Victoria welcomes board members with diverse skill sets. Inclusivity and diversity are key components of Ice Sports Victoria's understanding of good governance. Further information on Ice Sports Victoria can be found at www.icesportsvictoria.org.au

Organisation Name - Ice Sports Victoria

Position(s) available

- Secretary
- Treasurer
- General Committee Member

Position Details of the Ice Sports Victoria Treasurer

The role of the Treasurer is to be responsible for the financial supervision of Ice Sports Victoria (ISV) to allow the Board to provide good governance. The Treasurer is responsible to regularly report on ISV's financial status to both the Board and the members.

Desirable Attributes:

- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Honest/Trustworthy
- Computer skills
- Good communication skills

Specific duties include but are not limited to:

- Provide advice to the Board in their management of ISV finances
- Administer all financial affairs of ISV
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Board for approval

- Ensure development and Board review of financial policies and procedures
- Support any required auditing processes
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Monthly financial reports – present at monthly Board meetings
- Arrange and despatch invoices for periodical payment
- Issue Affiliation Fee invoices
- Keep accurate record of all membership payments
- Be a signatory on ISV bank accounts and liaise with bank as necessary for changes to signatories etc.
- Assist in reporting to Government

Contact Name - William Younger, Acting CEO Ice Sports Victoria

Email - byounger@bigpond.net.au

Closing Date of Application - Not Applicable; the Ice Sports Victoria AGM is on November 27 2021 (via ZOOM). Ideally applications would be submitted by this date, but if the positions are still vacant the application period will remain open.

Additional Attachments

- Ice Sports Victoria Strategic Plan 2020 - 2026
- Ice Sports Victoria Board Calendar
- Ice Sports Victoria Board Members Code of Conduct
- Director's Roles & Responsibilities



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- Secretary
- Treasurer
- General Committee Member

Position Details of the General Committee Member on the Ice Sports Victoria Board

The Ice Sports Victoria Board's primary role is one of trusteeship on behalf of its members and stakeholders, ensuring that Ice Sports Victoria (ISV) remains viable and effective in the present and for the future.

Desirable Attributes:

- Good Organisational Skills
- Team Player
- Excellent time keeping skills e.g., attending meetings on time and/or offering apologies on time
- Honest/Trustworthy
- Computer skills
- Good communication skills
- Innovative, positive - good motivation skills

Specific duties include:

- Providing, on a regular basis (e.g., 6 times per year) Ice Sports Victoria with Social Media appropriate information relevant to the ice sports community. This allows Ice Sports Victo-

ria to promote member sports, and their members, via their social media platforms, and create newsletters (accessed through Ice Sports Victoria's website).

- Articulating the relationship between Ice Sports Victoria (as the peak governing body for ice sports in Victoria) and the State and Federal governments in relation to centralised issues and projects. For example, compliance and governance procedures, policies, and strategies; and projects, such as, the centralised Ice Sports Victoria Customer Relationship Management.
- Taking on an educational role which includes promoting Ice Sports Victoria's Mission Statement, raison d'être, and strategic directives to member sports.
- Supporting Ice Sport Victoria Initiatives through explaining the benefit of these to member sports, e.g., grant submissions and funding opportunities.
- Supporting Ice Sports Victoria to develop innovative and supportive ways in which to support, and contribute, to these activities when and where possible.

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Position Details for the Secretary of the Ice Sports Victoria Board

Note that in Victoria the former term of Public Officer has been replaced with the term Secretary. It will be assumed that the current Secretary will assume these roles unless otherwise stated. The Secretary can assume any other office if the rules allow.

Desirable Attributes:

The Secretary will:

- be organized
- have computer skills
- be a good communicator
- be able to keep confidential matters confidential.

The standard duties of the Secretary of the Ice Sports Victoria Board (previously Public Officer) include:

- Notify Consumer Affairs of the Secretary appointment or a change of the Secretary's details
- Notify Consumer Affairs of a change of the association's registered address by lodging a Change of Association Details form.

- Within 1 month after the annual general meeting, lodge an Annual Statement and other required financial documents together with the prescribed fee.
- Obtain from Treasurer Annual Income and Expenditure Statement and Assets and Liability Statement
- Apply to Consumer Affairs for approval to alter your rules within 28 days after the alteration was passed by special resolution. An Application for Alteration of Rules or Purpose must be lodged with the prescribed fee.

Administrative roles include:

- Maintain Board records
- Manage Minutes of Board meetings, including either recording the Minutes or ensuring the Minutes Secretary does so
- Develop meeting agendas in consultation with other Board members and distribute prior to the meeting
- Be familiar with all current Board documents
- Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Ensure that the records of the Board are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Board members, Board meeting Minutes, financial reports, and other official records
- Ensure that official records are maintained of members of the Board/Committee. Ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Provide an up-to-date copy of the Constitution and bylaws at all meetings.
- Ensure that proper notification is given of Board/Committee meetings as specified in the rules
- Manage the general correspondence of the Board/Committee except for such correspondence assigned to others
- Help and lead the Board/Committee in providing systematic communication from the Board/Committee to members and other relevant stakeholders
- Provide a summary of Board/Committee Minutes for distribution to all members via electronic means (e.g. email), website, noticeboards, etc.
- The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.

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