



## **GREYHOUNDS AUSTRALASIA LTD**

### **POSITION DESCRIPTION**

#### **INDEPENDENT CHAIR**

##### **GREYHOUNDS AUSTRALASIA:**

Greyhounds Australasia Ltd (GA) is a private company with limited member liability.

GA's purpose is to provide an efficient forum to facilitate a uniform and responsive process that maximises returns to the greyhound industry and ensures the integrity and fair conduct of greyhound racing throughout Australia and New Zealand.

GA's members are comprised of bodies responsible for the greyhound racing regulatory function in each state and territory of Australia and the country of New Zealand.

GA's vision is to foster a cohesive and vibrant national greyhound racing industry that is a valued part of the community, and that puts animal welfare and integrity at the centre of everything it does. Directors, members and staff value putting animal welfare first, honesty, integrity, responsiveness, accountability and transparency.

The organisation facilitates and communicates the development of the national greyhound racing rules, produces an annual stud book, and provides a range of significant services to participants on behalf of all members including managing the national Frozen Semen Insemination Database, DNA services, greyhound naming and sire registrations.

GA will also promote within the sport a strong national commitment to animal welfare and integrity.

##### **REPORTS TO:**

The Directors of the GA Board.

##### **ROLE:**

The GA Chair will be required to provide independent and impartial chairing of GA Directors' and GA Member meetings, together with duties delegated to him or her by the Board and performs all other duties and functions as reasonably required by the GA Constitution.

The role ensures the company acts, at all times, in accordance with the requirements of the Corporations Act 2001 and as required and directed by the Australian Securities and Investment Commission.

The Chair provides advice, guidance and support to Directors at, and between, meetings of Directors.

The role facilitates debate and discussion across the GA membership in seeking to unify approaches for, but not limited to, regulatory, management and administrative tasks when it is in members' best interests to do so. This includes ensuring the relevant expertise, experience and opinion on matters of industry significance such as animal welfare, integrity and industry reputation, is available to Directors when required.

In relation to those circumstances when the GA Chair is required to represent the sport on a national basis, the Chair will reinforce the sport's strong commitment to animal welfare and integrity as well as a vibrant racing program.

The role requires an awareness of recent industry history, including, but not limited to raised government and public performance expectations, and how the opportunities and limitations of regulatory change may impact national outcomes, together with an understanding of the topical issues that are current, upcoming and/or likely.

The Chair is expected to provide the highest levels of integrity and transparency to ensure the effective deliberations of Directors and members at all meetings.

The Chair works closely with the GA Chief Executive Officer in seeking to develop and report against GA's strategic business plans and to successfully achieve the objectives of GA, together with, but not limited to, determining the matters which should be brought to the attention of Directors at Board and other meetings and in the course of regular business.

The Chair is a non-voting Chair save for an equality of votes when the Chair may elect to throw a casting vote in a Board meeting.

#### **AUTHORITY LEVELS:**

This position is required to:

- Work cohesively with, and at all times support, all member bodies and to ensure support for smaller jurisdictions – the role has no control over individual jurisdictions.
- Speak with authority on behalf of GA.

#### **RESPONSIBILITIES:**

1. Ensure that the Board provides leadership, vision and direction to the GA membership, Chief Executive Officer (CEO) and staff
2. Ensure that the Board, in consultation with the CEO, establishes the purpose, objectives, strategies and policies of GA (ie Strategic Plan or equivalent)
3. Ensure that the purpose, objectives, strategies and policies of GA (ie Strategic Plan or equivalent) are appropriately monitored and reviewed
4. Promote the sports commitment on a national basis to animal welfare and integrity.
5. Identify opportunities for GA and/or the Board for innovation at the national level that improves and can provide benefit to the individual or collective jurisdictions
6. Chair Board meetings in a way that ensures fair and reasonable debate, contributions from all Directors and unambiguous resolutions and actions
7. Approve the agenda and Board papers prepared by the CEO
8. Facilitate the exchange of information to support where possible a national approach
9. Facilitate discussion on best practice operating models within Australasia, and also internationally and how these may be leveraged across jurisdictions (either in part or full)
10. Encourage national discussion on key issues facing the sport, through the use of working groups and project based activities, at operational, management and leadership levels

11. Make certain that the Board has the necessary information to undertake effective decision-making and actions
12. Ensure the circulation of Board papers are in line with agreed timelines to allow sufficient time for Director review
13. Direct board discussions to effectively use time to address the critical issues facing the national sport and GA
14. Develop an ongoing and healthy relationship with industry leaders and all relevant stakeholders including attendance at industry forums, national racing conferences and other major industry events
15. Develop and maintain, a healthy and productive relationship with the CEO and provide oversight and guidance where necessary
16. Regarding the relationship with the CEO, the Chair will:
  - a. be the major point of contact with the Board
  - b. be kept fully informed by the CEO on all matters which may be of interest to the Board
  - c. review progress with the CEO on important initiatives and significant issues facing GA
  - d. provide mentoring for the CEO
  - e. work with the jurisdictional CEOs to ensure outcomes are aligned with the Board's directions.
  - f. Appoint, approve the succession plan and remuneration and regularly assess the performance of the CEO
17. Guide the Board as a whole, and individual Directors, by encouraging professional development, particularly on governance
18. Monitor the Directors compliance with the Board's Code of Conduct to encourage high standards of Corporate Governance
19. Identify opportunities for continuous improvement to Board processes and practices and communicate any changes to the Board for approval to change
20. Chair respective committees as deemed appropriate from time to time
21. The Chair will be the spokesperson for the Board on matters approved by the Board

**KEY RELATIONSHIPS:**

- GA Directors and Alternate Directors
- GA Chief Executive Officer
- Member Body Chairs and Chief Executive Officers
- Non-member regulatory authority Commissioners and Chief Executive Officers
- Greyhound Clubs Australia Executive members
- Australian Federation of GBOTA's Executive members
- Other greyhound industry bodies and associations
- Federal Agriculture Minister
- Chairs of Racing Australia and Harness Racing Australia
- Chair and CEO of the New Zealand Racing Board
- NZ Minister of Racing

## **SELECTION CRITERIA:**

### ***Essential:***

- Strong demonstrated working experience and competencies leading a Board of Directors
- Excellent leadership skills
- Strong facilitation skills
- Strong demonstrated working capability to promote effective relationships with, and between, Directors from each of the represented jurisdictions
- Capability to establish harmonious and productive relationships with the Chief Executive Officer
- Strong negotiation skills
- Demonstrated commitment to GA's values and vision
- Understand the challenges and opportunities of greyhound racing in the current environment
- Present professionally to key industry stakeholders including member Boards, Racing and other Ministers, and participant groups
- Proven ability to communicate effectively with key stakeholders at all levels including media
- Demonstrated capability in the use of Microsoft suite and/or a knowledge of the format/software used for generating reports, agendas, minutes, emails, etc at GA
- In all respects, and at all times, behave in a professional way and in the interests of GA and its members

### ***Desirable:***

- Tertiary qualifications – legal qualifications would be an advantage
- Professional memberships
- Proven record in leading Boards, ideally within the not for profit sector
- Understanding of the environment within which all racing codes operate

## **KEY PERFORMANCE INDICATORS:**

- Timely, quality preparation for all Board and other meetings of Directors
- Satisfactory management of all Board and other meetings of Directors, as reasonably required, ensuring:
  - Fair, productive and reasonable contributions from all Directors
  - Sufficient time given for debate and resolution for all agenda items allocated for decision and discussion
  - clearly agreed and documented resolutions and actions
  - adherence to time limitations
  - representation from all members at all Board meetings
- Satisfactory development and implementation of the GA strategic plan
- Satisfactory support to the Chief Executive Officer
- Effective engagement with all key stakeholders
- In close collaboration with jurisdictions, promote the greyhound racing product nationally throughout Australia and New Zealand at every opportunity
- Timely, effective creation, refinement and release of National rules and regulations

## **LOCATION:**

The GA office is located at the Sandown Racing Club, Lightwood Rd, Springvale, Victoria. The Chair does not have to perform duties at this location nor reside in Victoria to be able to fulfil the role.

Interstate and overseas travel will be required during the course of duties such as GA meetings being rotated across each of the jurisdictions including New Zealand.

## **REMUNERATION:**

This role is a contract position with remuneration to be negotiated.

Any entertainment and/or ancillary expenses are subject to agreed authorisation and receipting processes by the Board. (i.e. not unreasonable work and travel related expenses will be offered).

**TERM:**

The Chair shall hold office for a three-year term, with a performance review to occur after the first 6 months.