



ROLES & RESPONSIBILITIES: AFL Masters National Board Member (elected)

OBJECTIVE:

The elected National Board Member is to provide assistance and support the AFL Masters organisation, its strategic plan and its member bodies to ensure the efficient operation of AFL Masters.

RESPONSIBILITIES:

The following is a list of responsibilities that the elected Board Member may be required to undertake, there may be other duties not listed that may be required:

- Assist the National Board in their duties as required
- Undertake tasks as allocated by the National Board
- Attend all National Board and State & Territory Delegate meetings as scheduled
- Participate in discussion and decision making of the National Board
- Look after a specific portfolio determined by the Board from time to time (and may be varied accordingly)
- Provide a report on allocated portfolio/s as required
- Support all decisions that are made at a National Board level
- Ensure that no decision is made on behalf of AFL Masters without being ratified by the National Board
- Co-authorise all outgoing transactions as joint signatory on all AFL Masters bank accounts in accordance with budget and prior approval of National President
- Attend all sanctioned AFL Masters National Competitions (including National Carnivals)
- Oversee specific finance & administration portfolios allocated at sanctioned AFL Masters National Competitions including:
 - Marketing
 - Communications
 - Information Technology (including carnival website and third-party competition platform)
 - Ground inspections



- Trophy & medal presentations
- Declare interest in any contractual or other matter in which a conflict of interest arises or may arise, and where a conflict does arise, shall absent himself from discussions of such matter and shall not be entitled to vote in respect of such matter

RELATIONSHIPS:

- National President and the National Board
- AFL Masters National Communications Officer
- AFL Masters staff as required
- State & Territory Delegates
- May liaise with other stakeholders as required

ACCOUNTABILITY:

- The elected Board Member is accountable to the President and the National Board

ESSENTIAL SKILLS:

- Can communicate effectively
- Sound organizational skills
- Can work effectively in a team environment
- Is willing to contribute to group discussions and contribute ideas
- Maintains Confidentiality
- Is committed to the AFL Masters philosophy

Estimated Time Commitment Required

The estimated time commitment required as an elected National Board Member is 4 hours per week.

An elected National Board Member is appointed for a 3 year term as per the AFL Masters Constitution.