



## AUSTRALIAN KINESIOLOGY ASSOCIATION

### **QUALITIES AND SKILLS EXPECTED OF ALL OFFICE BEARERS AND COMMITTEE/BOARD MEMBERS**

**In all the positions, the person elected is expected to:**

- be committed to the vision, mission and values of the AKA.
- provide strategic direction, including agreeing and monitoring strategic plans
- have excellent communication and interpersonal skills
- be focussed, reliable and self-motivated and a team player
- be understanding of and commitment to the AKA's mission & values
- exercise impartiality and fairness
- exercise due care and diligence
- act honestly and in good faith
- maintain confidentiality
- not make improper use of his or her position
- work autonomously and as part of a team
- keep informed of the activities of the AKA and the wider issues that affect its work

Scroll down to read the job descriptions for the following positions:

- President
- Secretary
- Treasurer
- Ordinary Member



## **PRESIDENT ROLE**

This position is head of the Executive Committee, and effectively has ultimate responsibility and management of the association.

Requires a person who:

- is focussed and reliable
- is self-motivated and action oriented
- can handle conflicting interests and needs
- understands business compliance and ethical issues
- understands association management issues
- can motivate and manage people
- can keep people focussed, and accountable
- can delegate and manage tasks/activities
- can undertake supervision of sub-committee activities
- can represent the association on other National and related Boards/committees eg NMRC
- can act as spokesperson of the association
- can work well with people from inside and outside the organisation
- is sufficiently detail-oriented to understand compliance and financial issues
- is adept at understanding and managing membership/associated business growth issues
- ideally has previous experience in committee/business management

### **Essential Criteria**

- strong interpersonal and communication skills both verbal and written
- be well organised with strong administrative skills
- ability to lead, supervise other committees and work as part of a team
- ability to professionally represent board to public, media and other committees
- ability to work under pressure and meet deadlines
- excellent computer and software skills especially MS Office Word & Excel
- strong understanding of board management, finance and accounting processes
- ability to produce and present timely reports for statutory & committee/board requirements
- knowledge and application of board/corporate governance issues
- knowledge of Kinesiology and or Natural Health practitioner environment

### **Desirable Criteria**

- ability to manage projects & people
- knowledge of business, marketing and/or other relevant skills
- knowledge of fund raising strategies
- knowledge of legal and business compliance issues
- knowledge of ASQA, VET Training and RTO issues
- knowledge of Health Training Package/s



## **SECRETARY ROLE**

The secretary must undertake his/her functions in a timely way and is responsible for the following:

- liaise with the Chairperson to plan meetings
- receive agenda items from committee members, prepare agenda, circulate agendas and reports
- check quorum is present at meetings
- take accurate minutes and circulate accordingly within 14 days of meeting
- ensure relevant parties required for future meetings have been organised
- keep up-to-date contact details for the management committee and members of the assoc.
- file minutes and reports for easy access and keep a record of the associations' activities
- have necessary documents at meetings i.e., governing documents, members lists, minutes etc.
- ensure governing documents ie. constitution, incorporation, legal requirements are met as relevant
- ensure elections are in line with stipulated procedures
- ensure organisation's activities are in line with its objects
- ensure legal requirements are met where relevant
- disseminate motions/actions from minutes to head office as required for administration purposes
- send notices within deadlines as required
- file committee correspondence received and copies of replies sent
- report the activities of the organisation to members, media and the public as directed
- prepare a report of the organisation's activities for the year, for the Annual General Meeting

### **Essential Criteria**

- strong interpersonal and communication skills both verbal and written
- strong organisational and administrative skills
- ability to work under pressure and meet deadlines autonomously and as part of a team
- computer and software skills especially MS Office, Word, Excel
- ability to produce/present reports in appropriate format for statutory/committee requirements
- capacity to prepare minutes in accordance with current company act guidelines
- understanding of upholding governing documents
- ability to maintain effective computer records
- understand business and association compliance issues/terminology
- knowledge of Kinesiology and/or Natural Health practitioner environment
- knowledge and application of board/corporate governance issues
- capacity to undertake the Company Secretary function

### **Desirable Criteria**

- ability to manage projects & people
- good problem solving skills
- knowledge of business, marketing and/or other relevant skills
- knowledge of fund raising strategies
- knowledge of legal compliance issues
- knowledge of ASQA, VET Training and RTO issues
- knowledge of Health Training Package/s



## **TREASURER ROLE**

This position is part of the executive committee, and would suit a person who has a strong eye for detail, thrives on responsibility, and has the capacity to:

- analyse numbers
- keep control of financial situations
- keep aware of statutory and compliance issues
- advise the committee accordingly
- manage a business as a whole.

Functions:

- Oversee Financial activities and general good governance of the organisation
- Create Budgets – annually
- Report on budget activity as compared to actual results – annually/monthly
- Work with Admin staff to ensure internal controls, legalities and financial compliance is established, maintained and implemented consistently
- Report to committee on monthly and yearly financial activities
- Recommend appropriate financial delegations
- Co-ordinate and recommend appointment of auditor
- Sign off on annual audited books
- Ensure that statutory requirements are met

### **Essential Criteria**

- strong interpersonal and communication skills both verbal and written
- strong organisational and administrative skills
- ability to work as part of a team
- strong understanding of financial and accounting processes
- ability to direct and guide financial/administrative processes to maximise efficiencies and compliance
- ability to work under pressure and meet deadlines
- excellent computer and software skills especially MS Office Word & Excel
- ability to produce and present timely reports in appropriate format for statutory & committee/board requirements
- ability to explain and interpret financial/compliance requirements to other /board members
- ability to liaise with other financial/business professionals as required eg auditor
- understand business and association compliance issues & terminology
- knowledge of Kinesiology and/or Natural Health practitioner environment

### **Desirable Criteria**

- ability to manage projects & people
- knowledge of business, marketing and/or other relevant skills
- knowledge of fund raising strategies
- knowledge of legal compliance issues
- knowledge of ASQA, VET Training and RTO issues
- knowledge of Health Training Package/s



## **ORDINARY BOARD MEMBERS**

### **Responsibilities:**

- ensure the AKA complies with its governing document e.g. constitution
- ensure the AKA makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets.
- understand the financial position of the AKA
- ensure the AKA's finances are properly managed, in collaboration with the Treasurer
- ensure the AKA operates within its agreed accounting policies, in collaboration with the Treasurer
- ensure adequate financial resources for the AKA, in collaboration with the Treasurer
- contribute to fundraising strategies
- ensure the AKA is properly insured against all reasonable liabilities
- effectively support the Chair person, Secretary and Treasurer of the AKA
- attend meetings of the Board plus Face-to-Face meeting and AGM/Conference (Board meetings are usually by phone/skype on a monthly basis, with a Face-to-Face meeting once a year prior to the AGM and Annual Conference. The new Board may review the frequency and time of meetings.)
- liaise with State marketing hubs and communicating as required to the Board

### **Essential Criteria**

- Strong interpersonal and communication skills
- Good organisational and administrative skills
- Ability to work as part of a team
- Ability to work under pressure and meet deadlines
- Excellent computer skills

### **Desirable Criteria**

- ability to manage projects
- knowledge of business, marketing and/or other relevant skills
- knowledge of financial issues
- knowledge of fund raising strategies