



## BOARD ROLE DESCRIPTION: GOVERNANCE & STRATEGY OFFICER

The Governance and Strategy Officer plays a critical role in the strategic planning process, policy development and advocacy. The key focus of the role is to ensure that Casey Basketball Association has the right strategic plans and policies in place to effectively guide future investment and growth in a way that preserves the character of the Association.

The Governance and Strategy Officer will work closely with Board members and the Chief Executive Officer (CEO) to support them to undertake the leadership and governance responsibilities of the Association.

In addition to the responsibilities outlined in the Board Members Role Description, the Governance and Strategy Officer shall:

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|---------------------|---|
| <b>Governance</b>   | Review (in partnership with all Board members) and adapt Board policies and procedures.                 |
| <b>Planning</b>     | Produce (in partnership with all Board members) a Strategic Plan for the Association                    |
|                     | Ensure (in partnership with all Board members) the regular review and development of the Strategic Plan |
| <b>Promotion</b>    | Promote the Association in the community as opportunities arise   |
| <b>Other duties</b> | As outlined in the 'General Members Role Description'   |

The Governance and Strategy Officer is expected to:

- act in the best interest of the members at all times.
- attend all Board meetings.
- undertake the role in good faith and honesty.

If at any stage the Governance and Strategy Officer becomes aware of a personal conflict of interest, real or perceived, between themselves and the Association, they should immediately notify the Secretary of the conflict, who will immediately inform all other committee members.