



NSWERA Governance Manual

SMC Position Description - Document No.

Position Title

Vice President
(Governance)

Position Purpose

Ensure the SMC management of the affairs of NSWERA is structured, effective, and consistent by the application of best practice Governance principles and documented role and outcome accountabilities.

Principle Accountabilities & Performance Indicators.

Governance Processes

Ensure NSWERA Governance processes are, and remain aligned with the NSW Sport and Recreation's Governance Principles Best Practice guidelines.

KPI – Strategy for compliance in place.

Governance Manual

Establish and maintain a Governance manual containing, copies of constitutions, applicable statutory and other policies, Governance processes, and SMC and support role Position Descriptions with accountabilities and Key Performance Indicators (KPI's).

KPI – Basic manual established and SMC ratified by 2011 AGM.

Process Support

Provide induction and ongoing coaching assistance and support to SMC Portfolio holders and service providers in the delivery of principle accountabilities and the development of procedures.

KPI – All SMC members and service providers understand and are effective in their roles.

Service Agreements

Oversee the process aspects of the service provider roles and conduct annual process and performance reviews.

KPI – Service agreements current, procedures being followed and refined.