



## **Role of the Vice President**

Besides the Board duties outlined below the Vice President has the following additional duties:

- To deputise for the President in her absence. In particular, to Chair the INF Board Meetings and/or the INF Congress.
- To support the President in providing management and guidance to the Chief Executive Officer
- To support the President in the process of reviewing Chief Executive Officer performance.
- To support the President by working closely with her and accepting any further tasks that are assigned or delegated by the Board.
- To be a global spokesperson for INF and the sport of Netball and to deputise if the President is unable to attend speaking engagements and official functions.

## **Board Duties**

The duties of a Director are to contribute actively to the role of the board of Directors in providing firm strategic direction to setting overall policy, defining goals, setting targets and evaluating performance against agreed targets. The overriding duty is to act in the best interests of INF. In exercising such responsibility Directors must act honestly, avoiding conflict of interest, with reasonable care and not for personal gain. Specific duties include:

### Communications and Business Development:

- to utilise existing networks to influence and increase knowledge of INF's work and agenda.
- to actively advocate the work of INF and the sport of netball globally.
- to represent INF at functions and meetings as appropriate.
- to use any specific knowledge or experience to help INF reach sound decisions.

### Legal:

- to ensure that INF complies with its governing documents, company law, and any other relevant legislation or regulations
- Be completely familiar with the governing documents of the organisation, in particular, the Memorandum and Articles of Association, Regulations, Codes, Rules of Netball and the Event and Commercial Operations Manual, as well as the Policy on Delegated Authority.

- to ensure that INF pursues its objectives as defined in its strategic plan
- to be collectively responsible for the actions of INF and other Directors
- to declare any conflict of interest while carrying out the duties of a Director
- to make sure INF is properly insured against all reasonable liabilities

#### Finance

- to ensure the effective financial management of the organisation including the appointment, remuneration and removal of the external financial auditors
- to protect and manage the property of the organisation and to ensure the proper investment of INF's funds

#### General:

- to identify and monitor risks pertaining to the successful delivery of the INF Strategic Plan and review risk mitigation where appropriate.
- to safeguard the good name and values of INF and the sport of netball
- to ensure the effective and efficient administration of INF
- to attend meetings, to read papers in advance of meetings and follow through on actions arising out of meetings.
- to attend sub-committee meetings as appropriate
- to participate in other tasks as arise from time to time, such as interviewing for new staff, director training etc.
- to keep informed about the activities of the organisation and wider issues relating to Netball.

#### **The person**

Nominees should have:

1. Knowledge of netball in general.
2. Strong interest in the work of INF.
3. Previous leadership and governance experience from private business, sport or community roles.
4. Management and/or administration skills, including financial management, and a sound understanding of obligations in the areas of good governance and directors duties and responsibilities.

5. A professional or commercial background including any specialised areas of expertise (e.g. commerce, finance, marketing, law or business) that can benefit INF.
6. Excellent presentation and communication skills.
7. Major achievements or contribution in previous roles (either professional or in netball).
8. The ability to contribute to future policy development and strategic planning with innovative thinking.
9. Have an understanding of the diverse global netball communities and a real commitment to promoting diversity.
10. A commitment to the role and the ability to devote sufficient time and energy to the position.

### **Commitment**

Nominees must be able to attend Board meetings and such other sub-committee meetings as may be necessary. Board meetings are normally held three times a year. The location of the meetings is determined by the Board and may depend on the events taking place that year. The Board meeting is usually held over two or three days and there may be some travel days involved as well. Some additional time will need to be devoted to studying papers, attending INF events and INF Congress which is held every other year.

### **Remuneration**

Board appointments are not remunerated. A per diem is paid when Directors attend Board Meetings and Congress. Reasonable expenses are also paid for by INF according to the INF Expenses Policy. This includes 100% of the flight cost, accommodation on a bed and breakfast basis, transfers to and from airport and any other out of pocket costs incurred.

### **Duration of Appointment**

In accordance with INF Articles the appointment is for a term of 4 years.