

TENNIS VICTORIA BOARD DIRECTOR POSITION DESCRIPTION 2025

Who We Are	<p>It is an exciting time for tennis in Victoria, and we have ambitious plans to grow the game from grassroots through to high performance. We are transforming how we deliver tennis through our Purpose to <i>“create safe, inclusive and thriving Victorian tennis communities, enabling more people to play more often.”</i></p> <p>Tennis Victoria is the State Sporting Organisation for Tennis in Victoria and a Member Association of Tennis Australia. It represents over 790 affiliate clubs, centres, associations, regions, and their members throughout Victoria. With 1.7M+ Australians playing tennis, Tennis Victoria, and its staff of 54 people, play an integral part in managing strategic relationships in Victoria across the State Government, Local Government, Education Sector, and private entities.</p> <p>As part of our ongoing strategic journey, we will have two Board Director Positions available for election at the November 2025 Annual General Meeting. As active members of the Board, the Directors will support the Chair and Board in providing strategic direction and effective management oversight. Click here to find out more about Tennis Victoria and our current Strategy (2024-2027).</p>
Background	<p>Tennis Victoria encourages all suitable applicants to apply for the Elected Director positions.</p> <p>Wholly aligned with its focus on community participation for all, Tennis Victoria is committed to diversity and inclusion on its Board of Directors. We encourage applications from First Nations people, people with a disability, and people of all genders, ages, sexual orientations, nationalities, backgrounds, and cultures.</p> <p>Tennis Victoria further acknowledges:</p> <ul style="list-style-type: none"> the Tennis Victoria Constitution requires that ‘The Directors must use reasonable endeavours to ensure no one gender constitutes more than 60% of the total number of Directors.’ Victorian state government funding requires that the Tennis Victoria Board is comprised of at least 40% females. <p>Nominations from metropolitan and regional areas of Victoria are encouraged. Regionally based individuals can be supported in their Board and sub-committee participation with reimbursement for reasonable travel and accommodation expenses.</p>
Specific Skills Required	<p>Candidates must demonstrate strong experience in one or more of these specific skill areas:</p> <p>Commercial/Partnerships/Sponsorships: Demonstrated ability to identify, secure, and maximise commercial partnership and sponsorship opportunities aligned with the organisation’s strategic objectives. Includes experience in negotiating and managing commercial agreements, fostering long-term partner relationships, and delivering mutual value through effective stakeholder engagement.</p> <p>Legal and Compliance: Demonstrated understanding of legal, regulatory and compliance frameworks relevant to the organisation, including governance, risk, and</p>

	<p>contractual obligations. Includes the ability to identify legal risks, ensure adherence to relevant laws and standards, and support a culture of compliance and ethical conduct.</p> <p>Government and Government Relations: Experience engaging with government agencies and stakeholders, with an understanding of public policy, funding processes, and how to effectively advocate for the organisation's interests within government frameworks.</p> <p>Advocacy and Lobbying: Experience in strategically influencing public opinion, policy, or decision-makers to advance the organisation's mission, priorities, and sector interests.</p> <p>Facility Ownership and Management: Experience in owning, operating, or overseeing the development of facilities, with a focus on compliance, accessibility, financial viability, and long-term sustainability. May include expertise in capital planning and financing of infrastructure projects.</p>
Eligibility Criteria and Key Competencies:	<p>In addition to the Key Skills Required above, candidates must be able to satisfy the Eligibility Criteria and Key Competencies below.</p> <p>Eligibility Criteria: Individuals wishing to stand as a candidate for election as a Director of Tennis Victoria must comply with all eligibility requirements under the Associations Incorporation Reform Act 2012 (Vic), Corporations Act 2001 (Cth), Tennis Australia's Constitution, Tennis Victoria's Constitution, all relevant Tennis Policies, and Tennis Victoria By-Laws.</p> <p>Suitability Key Competencies: Demonstrated successful governance and Director experience, including an understanding of:</p> <ul style="list-style-type: none"> • the leadership role of a Board and its Directors. • the capacity to focus on strategic rather than operational issues and distinguish between matters for the Board and matters for Management. • the development of innovative ideas. • the cooperation and teamwork of a Board of Directors. • the value of diversity and inclusion in good governance. • the work and meeting preparations of a Board Director. • community sport in Victoria. <p>Please note the above competencies are expected to be addressed by candidates:</p> <ol style="list-style-type: none"> 1. By providing evidence of a governance qualification via the Australian Institute of Company Directors, Governance Institute of Australia, or completion of the Australian Sport Commission's free online governance training course, The Start Line 2. By signing, in anticipation, the Tennis Victoria Director Code of Conduct. 3. Via their cover letter.
Application Requirements and Due Diligence Processes	<p><u>Application Requirements</u></p> <p>Applications close at 5pm on Saturday, 13 September 2025, and are requested to be submitted via email to Tennis Victoria's Chief Executive Officer, Kim Kachel</p>

	<p>(kkachel@tennis.com.au).</p> <p>Submitted applications are required to include the following:</p> <ol style="list-style-type: none"> 1. Completed Nominations Form (accessed via link) 2. A one-page CV and a cover letter (1 page) addressing the above 'Specific Skills Required' and 'Eligibility Criteria and Key Competencies' outlined above. 3. A candidate-signed copy of the Tennis Victoria Directors' Code of Conduct declaration (in anticipation). <p><u>Due Diligence Processes</u></p> <p>Before appearing on the ballot for the election, all candidates must have completed the following due diligence processes to the satisfaction of the Tennis Victoria Nominations Committee and Tennis Victoria Board:</p> <ol style="list-style-type: none"> 1. Supplying a National Police Check issued in the past six months. Tennis Victoria will reimburse candidates for the cost involved in obtaining this check. 2. A signed Member Protection Declaration. 3. A current Victorian Working with Children Check (if already held), or a signed declaration that they are eligible to obtain a Victorian Working with Children Check before appointment (should they be elected). <p>Please provide proof of successful completion of due diligence processes via email to Tennis Victoria's Chief Executive Officer, Kim Kachel, by <u>Monday 22 September 2025.</u></p>
Nominations Committee and Election Process	<ul style="list-style-type: none"> • The Tennis Victoria Nominations Committee will review all candidate applications received and determine suitable candidates in line with By Law 13. This includes preparing a report for Tennis Victoria's affiliated Tennis Bodies, identifying how the candidates align with the above Specific Skills required. • The Nominations Committee may conduct candidate interviews before developing this report. These interviews will take place in the week commencing Monday 15 September 2025. • Candidates included in the Nominations Committee report will have their one-page CV documents shared with Tennis Victoria's voting Tennis Bodies (and with other such candidates) as part of the election materials. Candidates may also provide a one-page letter to Tennis Victoria's voting Tennis Bodies (to accompany their one-page CV) to be included in this distribution of information.