

Position Description



Volunteer Position Title:	State Committee Chair
Team / Program:	State Committee
Time Commitment:	Minimum 24 months Approximately 10 hours per week and attendance at monthly committee meetings
Reporting To:	General Manager Operations
Screening / Training / Accreditation Requirements:	<ul style="list-style-type: none"> • Police Check • Working with Children Check

Description of the volunteer role:

The State Committee for each State or Territory is a key part of Special Olympics' activities in their state or territory and has an important role in the implementation of Special Olympics Australia's (SOA) operations and achievement of its mission by working closely with the local Clubs. Special Olympics has an objective to strive for best practice in all aspects of its operations and is committed to providing an inclusive, fun, and safe environment for athletes, volunteers, families, staff and the wider community.

The Chair is responsible for providing leadership and guidance to ensure the committee is able to deliver on agreed objectives and outcomes. This role ideally suits someone who can foster an encouraging environment where all committee members can operate effectively and productively.

The ideal candidate will have business or leadership experience and strong relationship building skills as well as previous experience in a similar role.

Key Responsibilities:

- Preside as Chair at State Committee meetings
- Act as the primary conduit between National Office and local clubs
- Deliver on the responsibilities outlined in the Terms of Reference and ensure alignment with the current SOA strategic goals
- Provide direction and leadership to the state committee and members
- Represent the state committee to external parties as required

Competencies, Skills, Experience, and Education:

	Essential	Desirable
Competencies / Skills	<ul style="list-style-type: none"> • Strong networking, negotiation, organisation, and presentation skills • Excellent organisation and communication skills • Strong leadership skills • Committed, ambitious and determined 	<ul style="list-style-type: none"> • Possess business acumen, vision and strategic planning abilities • Strong public speaking skills • Passionate and flexible
	Essential	Desirable

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Experience / Education	<ul style="list-style-type: none"> • Relevant business or leadership experience • Experience as a chair in a comparable organisation • Experience with understanding the needs of people with intellectual disabilities 	<ul style="list-style-type: none"> • Experience with a sporting organisation
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Performance Area	Key Tasks	Performance Indicators
Games and Competition	<ol style="list-style-type: none"> 1. Coordinate, fund and deliver multi-sport State Games in partnership with the State Coordinators, including budget management with Central Office oversight and approval. 2. Complete State selections in accordance with national selection policies. This can be done by forming a selection sub-committee or by appointing an independent Chair to oversee selections by the state committee. 3. Undertake the endorsement process of athletes and officials for National Games in line with the national selection policy; 	<ol style="list-style-type: none"> 1. State Games delivered to budget and agreed timelines. 2. State selections performed to policy and procedures 3. High stakeholder satisfaction regarding selection and endorsement of State teams 4. Appoint, develop, and train officials for state teams including succession planning for Head of Delegation.
Sport	<ol style="list-style-type: none"> 4. Plan, implement and maintain the annual State sporting calendar by the December of each year, in conjunction with Clubs. 5. Appoint and meet with State Coordinators at least twice a year. 6. Ensure adherence to a consistent competition landscape and standardised approach in line with SOA policies. 7. Encourage and actively promote coach development and education. 8. Keep up to date with the official sports rules of Special Olympics (Article 1 sports rules). 	<ol style="list-style-type: none"> 5. Annual sports calendar confirmed by December. 6. Meetings to deliver an increase in satisfaction and confidence in Sports Coordinators to deliver on their areas of responsibility. 7. Competition at all levels in the State are consistent with SOA policies and national approach 8. Coach meeting minimum standards to exceed 90%
Clubs	<ol style="list-style-type: none"> 9. Support the network of Clubs to deliver grass roots SOA programs. 10. Meet with Club Chairs, or their nominee, at least twice a year to update on SO initiatives and programs and to review Club status regarding athlete recruitment, retention and experience (one of those Club meetings to include an AGM to re-elect State Committee members). 	

General	11. Manage and oversee State accreditation process in conjunction with entire State leadership team	9. Accreditation is achieved and maintained for all reporting periods
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Key Relationships And Interactions:	
Internal	Club committee and members, national office staff, athletes and volunteers
External	Parents / carers, sponsors and partners, corporate volunteers, local council representatives

Special Olympics Vision and Mission	
SOA Vision	An inclusive Australia through which people with intellectual disabilities live an active, healthy and fulfilling life
SO Mission	To provide inclusive training and competition in a variety of sports for children and adults with intellectual disabilities enabling opportunities to develop physical fitness, demonstrate courage, experience joy, improve wellbeing, and participate in a sharing of gifts, skills and friendship with the community.
About Us	Special Olympics Australia is a not-for-profit organisation that provides regular sports training, competition opportunities and development programs for people with an intellectual disability across Australia. Special Olympics Australia is committed to protecting children, young and vulnerable people from harm. We ask that all our volunteers undergo a thorough screening process prior to appointment.
Athletes Oath	'LET ME WIN. BUT IF I CANNOT WIN, LET ME BE BRAVE IN THE ATTEMPT.'