

Position Description



Volunteer Position Title:	State Committee Vice Chair
Team / Program:	State Committee / Board
Time Commitment:	Preferably 24 months Approximately 3-5 hours per week and attendance at monthly committee meetings
Reporting To:	State Committee Chair
Screening / Training / Accreditation Requirements:	<ul style="list-style-type: none"> • Police Check • Reference Checks

Description of the volunteer role:

The state committee/board vice chair will consult closely and work with the chair to ensure the committee is operating effectively. The chair may be required from time to time to stand in as chair and fulfil the duties as required. The role will support the chair in encouraging an environment where all committee members can operate effectively and agreed outcomes are delivered for the regions under their jurisdiction.

The ideal candidate will have business or leadership experience and strong relationship building skills.

Key Responsibilities:

- Provide support to the chair within the state committee/board meetings
- Fill in as the chair where required and fulfil the responsibilities as expected as the chair
- 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
Experience / Education	<ul style="list-style-type: none"> • Relevant business or leadership experience 	<ul style="list-style-type: none"> • Experience in a previous committee role • Experience in working with people with intellectual disabilities • Experience within a sporting organisation

Special Olympics Australia

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Performance Area	Key Tasks	Performance Indicators
Committee	<ol style="list-style-type: none"> 1. Support in the effective operation and organisation of state committee meetings in support of the chair 2. To support the chair in setting meeting agendas and ensure relevant information and time is made available 3. Be acquainted with any reports, correspondence or business which is to be presented at the meeting 4. Represent the state committee to the state office and national office 5. Attend Special Olympics events, especially those hosted by the region 6. Make decisions that are fair and equal to all members 7. Be acquainted with Special Olympics terms of reference and member guidelines 	<ol style="list-style-type: none"> 1. State committee meetings are organised and held monthly with set agendas 2. Minimum of 6 committee meetings are held annually 3. Successful operational development of the state/territory 4. State committee members are well supported and guided in their key responsibilities 5. Fair and respectable representation of the state and Special Olympics 6. Decision making has been fair and unbiased for all committee and members

Key Relationships And Interactions:	
Internal	Regional committee and members, state manager, national office staff, volunteers
External	Athletes, parents / carers, sponsors and partners, corporate volunteers

Special Olympics Vision, Mission, About Us, and Athletes Oath	
SO Vision	The vision of Special Olympics is to transform communities by inspiring people throughout the world to open their minds, accept and include people with intellectual disabilities and thereby anyone who is perceived as different.
SO Mission	The mission of Special Olympics is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and 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."