



# MPA Executive Board Roles and Responsibilities

The executive of Modern Pentathlon Australia has prepared this document outlining the roles and responsibilities of the MPA Executive positions, as background information for interested candidates for the 2022 elections. The information has been prepared based on the experience of the current Executive and their understanding of the role of an NSO Executive in the current Australian and international sporting environment.

## MPA Executive Board – Roles and Responsibilities

Modern Pentathlon Australia is a volunteer led organisation, with Executive Board members required and expected to contribute operationally according to the position they are elected / appointed for, as well as for general MP business matters.

With (as of 2022) one paid staff member entirely funded by the AIS with deliverables tied specifically to Performance Pathways outcomes and a second part time executive officer, also funded by the AIS, it is essential that MPA Executive members understand their responsibility to be operationally involved as required and that they have the capacity and capability to commit to these requirements.

As a sport recognised by the Australian Sports Commission, the recipient of AIS funding, and having committed to the adoption of the National Integrity Framework, the compliance and acquittal requirements of MPA as a National Sporting Organisation have greatly increased in recent years. Even though we are a very small sport, the days of MPA operating as a 'kitchen table' entity responsible only to itself and its members, are long gone. Directors need to have specific skill sets and have the time and willingness to 'roll the sleeves up' and contribute operationally to fulfill internal but also broader sector requirements, domestically and internationally. Without this commitment, MPA would not be able to satisfy the many and varied compliance deliverables now required. The MPA Executive effectively serves as the senior leadership and management team of the organisation and for the sport.

The time required for each Executive role varies, and may increase during a period of strategic planning; national event planning and staging; and/or any international activity, such as UIPM Congress and/or other governance / technical matters (as we saw at the end of 2021).

Ordinarily the Executive Board will meet formally 4 times per year, primarily by virtual means, with the aim of one face to face meeting at the National Championships each year. These meetings are usually 2 hours in duration, with pre reading and/or preparation of papers required beforehand.

Each Executive member will also have specific and defined operational responsibilities throughout the year.

As per the Constitution adopted by the membership in December 2021 the following roles constitute the elected Directors of the MPA Executive:

- President
- Vice President
- Secretary
- Treasurer



The primary requirements of each of these roles, including the required skill set, experience and time commitment is detailed on the following pages. Having the skill sets to meet these roles are important for MPA to remain a compliant and effective entity.



## PRESIDENT

Being a volunteer led and driven organisation, the President role is effectively the CEO of MPA and the person in this role must have the skill set, experience, sector networks and most importantly the time and commitment to fulfil these duties, which are time consuming – ordinarily around 8 hours a week.

### **Requirements:**

- Effectively fulfil duties of CEO with ultimate responsibility for all activities, planning and budgets
- Represent the sport at official functions, including the AOC AGM and all Sport Australia / AIS member sport forums
- Key point of liaison with the UIPM, the Oceania MP Confederation and MPA member states
- Primary contact for Australian Sports Commission and Australian Institute of Sport (alongside Pathways and Performance Manager) including responsibility for all funding requests, implementation, and acquittal
- Primary contact with Australian Olympic Committee for all Olympic and Youth Olympic Games related matters (alongside appointed Olympic and Youth Olympic Team Leader) including responsibility for drafting and formalising Olympic nomination criteria and overseeing staging of the quadrennial Olympic qualifier event
- Drive the development and implementation of the sport's Strategic Plan including annual reporting against the Plan
- Line manage salaried staff members (Pathways Director and Executive Officer) and act as ultimate decision maker for most operational and high performance activities
- Oversight of MPA's performance against Sport Australia's Sport Governance Principles

### **Skills and experience:**

- Strong personal networks in Australian sporting sector including Sport Australia, AIS and AOC
- Good understanding of the high-performance system including funding opportunities and compliance/acquittal processes; also experience in drafting selection criteria for major events
- Experience in the international sporting sector including in depth knowledge of IOC and UIPM processes and personnel
- Understanding of sport governance requirements and principles
- Strong understanding of integrity processes including the National Integrity Framework
- Experience of leading and/or managing a national sporting organisation including high performance, planning, events and staff management

### **Commitment:**

- Average of 8 hours weekly during business-as-usual periods, with increased commitment required during times of specific activity
- Requirement to monitor President email inbox daily to ensure timely responses
- Weekly (at minimum) 1 hour catch up with MPA Pathways Director
- Weekly (at minimum) 1 hour catch up with MPA Executive Officer
- Attend UIPM virtual meetings as required, (usually late at night) and annual face to face Congress
- Attend AIS / AOC President/CEO online Forums – usually 2 hours quarterly, each (in work hours)
- Attend quarterly meetings with AIS HP and Pathways senior management
- Attend Australian Championships (1 weekend annually)



## VICE-PRESIDENT

### **Requirements:**

- Responsible for ensuring the Constitution, Member Protection Policy (and imminent National Integrity Framework policies) and all other strategic documents and policies are up to date, compliant and relevant including re-drafting as required and annual 'housekeeping' review
- Primary liaison with governance legislative entity (Consumer Affairs) and responsibility for all governance reporting, acquittal, and compliance requirements to those entities
- Conduct an annual benchmark of MPA governance processes against the Sport Australia Sports Governance Principles along with development of an annual continual improvement plan
- Oversight of MPA Executive Officer activities in the development and timely review/update of all policies and procedures required for the effective governance and management of the sport
- Assist President in any matters as required including regular liaison with state members

### **Skills and Experience:**

- Legal background highly desirable and/or strong experience in policy development and compliance
- Strong understanding of and experience in sports governance principles especially drafting of constitutions and member binding policies

### **Commitment:**

- Represent MPA at AOC AGM (annual) and other functions as required
- Attend quarterly MPA Executive meetings
- Monthly catch ups with President
- Annual review of all policies, Strategic Plan and Constitution annual review
- Attend Australian Championships (1 weekend annually)



The MPA Executive has determined that the skill sets for the two remaining Elected positions at the 2022 AGM shall be that of Treasurer and Secretary.

### TREASURER

*In additional to points below please refer to Clause 20 of the MPA Constitution for official duties*

- Budget and Financial reporting
  - Prepare quarterly finance reports for presentation to Executive
  - Arrange and oversee annual audit, as required
  - Manage payments to any salaried MPA staff members
  - Key liaison with MPA bank in respect of all accounts
  - Ensure annual UIPM membership fee is paid and current

Shared responsibilities: These are situational and shared with either/or Pathways & Performance Director/ Executive Officer

- Develop annual budget for presentation to Executive for approval
  - Prepare required acquittal financial reports for all funding bodies (AIS, AOC)
  - Prepare and oversight any specific budgets eg National Event; self-funded tours
- 
- Receive all moneys paid to or received by MPA and issue receipts for those moneys.
  - Make any payments authorised by the Executive or by a general meeting from MPA funds.

### **Skills and Experience:**

- Accounting Skills or qualification are desirable

### **Commitment:**

- Attend quarterly MPA Executive meetings
- Monthly catch ups with President
- Quarterly submission of all BAS requirements
- Attend Australian Championships (1 weekend annually)

### **Support:**

This role is supported by the Pathways & Performance Director and the Executive Officer



## SECRETARY

*In additional to points below please refer to Clause 19 of the MPA Constitution for official duties*

- Send out notifications, agendas, and any other materials prior to all Executive and Member meetings, take minutes and keep records of all these meetings
- Ensure that all AGM & SGM requirements are adhered to including timelines of Notice of Meeting, preparation of Motions and preparation and notification prior to any Elections
- Any general administrative duties as required by the Executive.
- Keep custody of the common seal and any other relevant documents and/or securities.
- Point of contact between Consumer Affairs Victoria, assisting the Vice President
- Keep constitution up to date and relevant (joint responsibility with Vice President and Executive Officer)

### **Skills and Experience:**

- Highly developed Minute taking and document management skills
- Extremely high organisational skills and excellent attention to detail
- Excellent IT skills in arrangement of virtual meetings

### **Commitment:**

- Daily monitoring of Secretary email inbox and timely response to all correspondence
- Preparation for, attendance at and filing post all MPA Executive meetings (quarterly and AGM)



The MPA Executive has determined that the skill set for one of the Appointed positions shall be that of Media and Communications and that this position should be appointed immediately after the 2022 AGM

### APPOINTED DIRECTOR - Media and Communications

#### **Requirements**

- Manage any media issues and drafting of official media statements
- Manage the MPA website including updates and development
- Create a fit for purpose social media strategy and plan and oversight the resourcing of maintaining content
- Develop and distribute media releases after major domestic / international events.
- Develop strategy to maximise exposure of sport and athletes in lead in to, during and post-Olympic Games and World Championships

#### **Skills and Experience**

- Strong writing and editing skills
- Experience with websites, Content Management Systems, and on-line communications
- Sound knowledge in use of social media platforms
- Creative thinker with ability to engage and attract new customers
- Video and photo production/editing skills
- Willingness to undertake Professional development as opportunities arise

#### **Commitment:**

- Attend quarterly MPA Executive meetings
- Monthly catch ups with President
- Keep up to date with international MP news and results
- Attend Australian Championships (1 weekend annually)

