

# PRESIDENT YOGA AUSTRALIA

## Job Description

<b>Name</b>	
<b>Organisation</b>	Yoga Australia
<b>Length of term</b>	3 Years
<b>Position</b>	President
<b>Date Written</b>	15/06/2019
<b>Date Updated</b>	

<b>Position Purpose</b>	To lead the board, working, and state committees to carry out compliant governance and management of Yoga Australia.
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<b>Yoga Australia Mission</b>	To ensure the integrity, tradition and longevity of yoga is maintained, by developing, implementing and supporting professional standards and practice.
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<b>Yoga Australia Vision</b>	Ensure everyone can access, experience and enjoy the diverse benefits of yoga as a lifestyle and practice.
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<b>Expectations of Yoga Australia Board (Collectively &amp; Individually)</b>	<ul style="list-style-type: none"> <li>- Determining the missions and purposes of the Yoga Australia</li> <li>- Creating and monitoring the strategic direction, goal setting and organisational planning of Yoga Australia</li> <li>- Actively upholding and reviewing Yoga Australia's constitution</li> <li>- Ensuring strong fiduciary oversight and financial management</li> <li>- Approving and overseeing Yoga Australia programs and services</li> <li>- Fundraising and resource development</li> <li>- Assessing its own performance as the governing body for Yoga Australia</li> <li>- Each member is expected to know and soundly understand Yoga Australia's mission, constitution, governance statement, advocacy statement, strategic plan, rules and principles, policies, programs, procedures and needs</li> <li>- Serve as an active advocate for Yoga Australia and fully engage in identifying and securing financial resources and partnerships necessary for Yoga Australia to advance its mission</li> <li>- Prepare for, attend and conscientiously participate in board meetings</li> <li>- Participate in a state committee and/or working group</li> <li>- Participate and support Yoga Australia initiative's and programs</li> <li>- Provide advice, opinions and independent judgement to inform board decisions</li> <li>- Evaluate the performance of the CEO in consultation with the President</li> </ul>
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<b>Responsibilities of Yoga Australia Board (Collectively &amp; Individually)</b>	<ul style="list-style-type: none"> <li>- Review agenda and supporting documentations prior to board meetings</li> <li>- Be accountable and responsible for the actions and decisions made by the Yoga Australia Board</li> <li>- Understand Yoga Australia's financial position</li> <li>- Maintain confidentiality about all internal matters pertaining to Yoga Australia</li> <li>- Ensuring Yoga Australia acts in accordance with the law</li> <li>- Governing and overseeing Yoga Australia's operations and performance in consultation with the National Management Committee members and council of advisors</li> <li>- Attend the AGM (Annual General Meeting)</li> </ul>
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<b>Key accountabilities</b>	<ul style="list-style-type: none"> <li>- Serves as a chief volunteer of Yoga Australia</li> <li>- Is a partner with the CEO in achieving Yoga Australia's mission, vision and strategic plan</li> <li>- Provides leadership to board members</li> <li>- Chairs board meetings</li> <li>- Creates board meeting agendas in consultation with the CEO and Vice President</li> </ul>
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	<ul style="list-style-type: none"> <li>- Facilitates strategic planning</li> <li>- Appointments committee members in consultation with other board members</li> <li>- Discusses issues confronting Yoga Australia with the CEO</li> <li>- Helps guide and mediate board actions with respect to Yoga Australia governance and priorities</li> <li>- Leads fundraising initiatives</li> <li>- Monitors financial planning and financial reports</li> <li>- Formally evaluates the performance of the CEO and informally evaluates the effectiveness of all board members</li> <li>- Evaluates the annual performance of Yoga Australia</li> <li>- Performs other responsibilities assigned by the board</li> </ul>
<b>Quality assurance responsibilities</b>	<p>The President will be measured on the success of the following governance principles:</p> <ul style="list-style-type: none"> <li>- Roles &amp; responsibilities</li> <li>- Board composition</li> <li>- Purpose &amp; Strategy</li> <li>- Risk – recognition &amp; management</li> <li>- Organisation performance</li> <li>- Board effectiveness</li> <li>- Integrity &amp; accountability</li> <li>- Organisation building</li> <li>- Culture &amp; ethics</li> <li>- Engagement</li> </ul>

<b>Relationships (Internal / External)</b>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>- Board members</li> <li>- Yoga Australia Staff</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>- Yoga Australia Members</li> <li>- National and International partners and associations</li> </ul>
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## Job Specifications

<b>Competency level required</b> <b>Leadership skills</b> <b>Management skills</b> <b>Supervisory skills</b> <b>Interpersonal skills</b> <b>Personal attributes</b>	<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>- Excellent time management skills. Including the ability to plan and lead by prioritising activities and directing teams to complete tasks within a given deadline</li> <li>- Impeccable verbal and written communication skills</li> <li>- A sense of responsibility</li> <li>- Handle incoming inquiries from board members in an appropriate and timely fashion</li> </ul>
	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>- Provide and contribute to an overview of the operation of the Yoga Australia in terms of concerns, issues and achievements</li> <li>- Undertake Yoga Australia’s objectives and support company initiatives by taking on additional responsibilities as required</li> <li>- To guide and assist board members with administrative and management tasks</li> <li>- Generate documentation and provide reference material as required by the Board to support Yoga Australia’s initiatives</li> <li>- Training of team (existing and new) on Yoga Australia guidelines</li> <li>- A strong sense of responsibility, self-motivation, accountability and an exceptional work ethic</li> </ul>
	<p><b>Abilities:</b></p> <ul style="list-style-type: none"> <li>- Ability to motivate diverse groups to achieve goals</li> <li>- Attract and retain talented, highly motivated, passionate and energised board members</li> </ul>

	<ul style="list-style-type: none"> <li>- Ability to advise board members on individual performance targets, responsibilities, outputs, short to medium goals</li> <li>- Provide and contribute to an overview of the operation of Yoga Australia</li> <li>- An Ability to provide guidance and offer sound solutions</li> <li>- The ability to work independently and as part of a board in an at times high pressure, high demand environment</li> <li>- Strong member focus, professional and courteous manner ability to generate and follow-up on action plans to ensure members needs are met</li> </ul>
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<p><b>Selection Criteria</b></p>	<ul style="list-style-type: none"> <li>- Clearly evidenced ability to support and guide work teams and generate the motivation and commitment required to work effectively and achieve Yoga Australia objectives.</li> <li>- Demonstrated project management skills, including highly developed analytical, planning and problem-solving skills, and demonstrated ability to develop effective work plans and to manage these to achieve business goals.</li> <li>- Comprehensive understanding or the ability to rapidly acquire a comprehensive understanding of the legislation, quality assurance guidelines, policies, procedures and issues in managing all aspects of the Yoga Australia board.</li> <li>- Highly developed oral and written communication, interpersonal, negotiation, and conflict resolution skills; an ability to handle complex issues and to prepare briefs, submissions and reports.</li> <li>- Highly proficient in the use of all Microsoft Office software and a demonstrated ability to master unfamiliar software quickly</li> <li>- A strong professional understanding of people management, demonstrating integrity and accountability</li> <li>- Extensive experience and passion for implementing and leading business activities to support a strategic plan</li> <li>- Holistic and intimate understanding of yogic philosophy, traditions and practices</li> <li>- <b>Other requirements:</b></li> <li>- Able to travel throughout Australia and Overseas to represent Yoga Australia as required.</li> </ul>
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## Declaration:

I understand the stated Job description and Job specification for the role of President on the Yoga Australia Board.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_