

VICE PRESIDENT YOGA AUSTRALIA

Job Description

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| Name | |
| Organisation | Yoga Australia |
| Length of term | 3 Years |
| Position | Vice President |
| Reports To | President |
| Date Written | 15/06/2019 |
| Date Updated | |

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| Position Purpose | To act as support and back up to the Yoga Australia President in the leadership of the Yoga Australia Board. Support the CEO of Yoga Australia in the execution of the strategic objectives. |
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| Yoga Australia Mission | To ensure the integrity, tradition and longevity of yoga is maintained, by developing, implementing and supporting professional standards and practice. |
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| Yoga Australia Vision | Ensure everyone can access, experience and enjoy the diverse benefits of yoga as a lifestyle and practice. |
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| Expectations of Yoga Australia Board (Collectively & Individually) | <ul style="list-style-type: none"> - Determining the missions and purposes of the Yoga Australia - Creating and monitoring the strategic direction, goal setting and organisational planning of Yoga Australia - Actively upholding and reviewing Yoga Australia's constitution - Ensuring strong fiduciary oversight and financial management - Approving and overseeing Yoga Australia programs and services - Fundraising and resource development - Assessing its own performance as the governing body for Yoga Australia - 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 - 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 - Prepare for, attend and conscientiously participate in board meetings (how many meetings per year, length of meeting e.g. 2 hours, on they on a particular day / week each month) - Participate in a state committee and/or working group - Participate and support Yoga Australia initiative's and programs - Provide advice, opinions and independent judgement to inform board decisions - Evaluate the performance of the CEO in consultation with the President |
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| Responsibilities of Yoga Australia Board (Collectively & Individually) | <ul style="list-style-type: none"> - Review agenda and supporting documentations prior to board meetings - Be accountable and responsible for the actions and decisions made by the Yoga Australia Board - Understand Yoga Australia's financial position - Maintain confidentiality about all internal matters pertaining to Yoga Australia - Ensuring Yoga Australia acts in accordance with the law - Governing and overseeing Yoga Australia's operations and performance in consultation with the National Management Committee members and council of advisors - Attend the AGM (Annual General Meeting) |
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| Key accountabilities | <ul style="list-style-type: none"> - Serve as a volunteer of Yoga Australia - Is a partner with the CEO in achieving Yoga Australia's mission, vision and strategic plan - Provides leadership and advice to board members - In the absence of the President chairs board meetings - Creates board meeting agendas in consultation with the President and CEO - Facilitates strategic planning - Supports the appointment of committee members in consultation with other board members - Discusses issues confronting Yoga Australia with the President and CEO - Helps guide and mediate board actions with respect to Yoga Australia governance and priorities - Leads fundraising initiatives under guidance of the President - Supports the monitoring of financial planning and financial reports - Works with the President and CEO to evaluate the annual performance of Yoga Australia - Performs other responsibilities assigned by the board |
| Quality assurance responsibilities | <p>The Vice President will be measured on the success of the following governance principles</p> <ul style="list-style-type: none"> - Roles & responsibilities - Board composition - Purpose & Strategy - Risk – recognition & management - Organisation performance - Board effectiveness - Integrity & accountability - Organisation building - Culture & ethics - Engagement |

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

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| Competency level required Leadership skills Management skills Supervisory skills Interpersonal skills Personal attributes | <p>Skills:</p> <ul style="list-style-type: none"> - Excellent time management skills. Including the ability to plan and lead by prioritising activities and directing teams to complete tasks within a given deadline - Impeccable verbal and written communication skills - A sense of responsibility - Handle incoming inquiries from board members in an appropriate and timely fashion <p>Knowledge:</p> <ul style="list-style-type: none"> - Provide and contribute to an overview of the operation of the Yoga Australia in terms of concerns, issues and achievements - Undertake Yoga Australia's objectives and support company initiatives by taking on additional responsibilities as required - To guide and assist board members with administrative and management tasks - Generate documentation and provide reference material as required by the Board to support Yoga Australia's initiatives - Training of team (existing and new) on Yoga Australia guidelines - A strong sense of responsibility, self-motivation, accountability and an exceptional work ethic |
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| | <p>Abilities:</p> <ul style="list-style-type: none"> - Ability to motivate diverse groups to achieve goals - Attract and retain talented, highly motivated, passionate and energised board members - Ability to advise board members on individual performance targets, responsibilities, outputs, short to medium goals - Provide and contribute to an overview of the operation of Yoga Australia - An Ability to provide guidance and offer sound solutions - The ability to work independently and as part of a board in a high pressure, high demand environment - Strong member focus, professional and courteous manner ability to generate and follow-up on action plans to ensure members needs are met |
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| <p>Selection Criteria</p> | <ul style="list-style-type: none"> - Clearly evidenced ability to support and guide work teams and generate the motivation and commitment required to work effectively and achieve Yoga Australia objectives. - 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. - 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. - 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. - Highly proficient in the use of all Microsoft Office software and a demonstrated ability to master unfamiliar software quickly - A strong professional understanding of people management, demonstrating integrity and accountability - Extensive experience and passion for implementing and leading business activities to support a strategic plan - Holistic and intimate understanding of yogic philosophy, traditions and practices <p>Other requirements:</p> <ul style="list-style-type: none"> - Able to travel throughout Australia and Overseas to represent Yoga Australia as required. |
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Declaration:

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

Signature: _____

Date: _____

Witness: _____

Date: _____