

Executive Board Vacancy

1-year Term | Volunteer | NFP

Position Title: Secretary

Organisation: Kiteboarding Western Australia Incorporated Association

Location: Western Australia

About Us:

Kiteboarding WA is a dynamic and vibrant incorporated association and Sate Sporting Association, dedicated to promoting and developing the sport of kiteboarding and wing foiling in Western Australia. Our mission is to foster a strong, supportive community for kiteboarders of all skill levels while advocating for safety, environmental stewardship, and the thrill of kiteboarding.

Position Overview:

We are seeking a passionate and visionary Secretary to join our executive team. As the Secretary of Kiteboarding WA, you will play a supportive role in shaping the future of kiteboarding and wing foiling in Western Australia. This position offers a unique opportunity to combine your leadership skills, love for the sport, and commitment to community engagement.

Key Responsibilities:

- **Leadership and Governance:** Collaborate and support the President, Vice President and Board of Directors to develop and implement strategic plans that align with our mission and goals. Ensure that the Board of Directors operates within its governance framework and adheres to the association's bylaws, policies, and regulations.
- **Member Engagement:** Foster a welcoming and inclusive environment for all members, promoting participation and growth within the kiteboarding community. Promote active and broad participation by volunteers in all areas of the association's work. Engage with members to understand their needs and concerns, and work to increase member satisfaction and involvement.
- **Advocacy and Stakeholder Engagement:** Represent Kiteboarding WA in discussions with stakeholders, government agencies, and other organisations to advocate for the interests of the sport when needed.

Qualifications/ Skills:

- Proven leadership experience, preferably within a not-for-profit or association context or sporting recreational organisation.

- An understanding of governance principles and the role of a board of directors with an attitude to learn and develop these skills.
- Excellent communication skills.
- Ability to work collaboratively with a diverse group of stakeholders
- Strategic thinking and problem-solving skills.
- Financial acumen and experience with budget management.
- Commitment to the mission and goals of the association.
- Fundraising and sponsorship acquisition experience is a plus.

Meeting and Participation Requirements

- Attend bi-monthly board meetings (approximately 8 meetings held online annually).
- Assist with Board meeting minutes.
- Participate in committee meetings and special projects as needed.
- Engage in continuous learning and development related to governance and sport.

Why Join Us?

- **Impact:** Play a key role in shaping the future of kiteboarding in Western Australia.
- **Community:** Be part of a vibrant and supportive kiteboarding and sporting community.
- **Growth:** Opportunity for personal and professional development within a growing and developing State Sporting Association. This includes training programs through the Department of Local Government, Sports and Cultural Industries and Sport West.
- **Passion:** Combine your love for kiteboarding and sport with meaningful work that makes a difference.

How to Apply:

Interested candidates are invited to submit their resume and an expression of interest letter outlining their relevant experience and vision for the role to the Executive Officer at rbury@kiteboardingwa.org.au by 15th September 2024.

Join us in promoting the exhilarating sport of kiteboarding and making a positive impact in our community!