



Boxing Australia Incorporated (BAI) is the peak national sporting organisation affiliated to the International Amateur Boxing Association (AIBA). BAI is responsible for the management, administration, marketing and promotion of amateur boxing at the national level and representation at an international level.

BAI is recognised by and receives financial support from the Australian Sports Commission, the Australian Olympic Committee and the Australian Commonwealth Games Association.

As the internationally recognised Australian body for boxing BAI is responsible for the stewardship of a modern & exciting sport that demands great commitment from highly disciplined & talented athletes. Australian boxers have been representing their country at the Olympics since Snowy Baker won a silver medal in the middleweight division at the 1908 London Olympic Games.

Our Boxers have won silver & bronze medals at the Olympics, but we have yet to produce an Olympic gold medallist. This is a major objective for amateur boxing, along with the broader development of our sport.

It is an exciting time to be involved with Boxing Australia as we head towards the selection of Australian Boxers to compete at the 2008 Oceania Championships in April for qualification to the 2008 Beijing Olympic Games in August.

BAI's VISION

BAI's vision is for Australian amateur boxers to be among the best in the world by winning Gold Medals at the Olympic Games, World Championships, Commonwealth Games and other international tournaments.

BAI's MISSION

BAI is committed to achieving BAI's Vision through good leadership, efficient administration, sound financial management, and provision of services to its State and Territory Member Associations, amateur boxers, boxing coaches, referees and judges and the amateur boxing community as a whole.

Website: www.boxingaustralia.org.au

Title: Acting Chief Executive Officer

Office Location: Sports House, Albert Park, Melbourne

Reports to: Board of Directors

Employer: Boxing Australia Incorporated

Contract period: Feb 18 – Aug 4, 2008
(CEO on leave March 5 – Aug 4, 2008)

Position Overview: Reporting to the Board of Directors through the Chairperson, the Acting CEO will be responsible for the overall efficiency and effectiveness of all BAI's operations. This will involve the management and development of all stakeholder and member relationships, along with the provision of the strategic plans to meet BAI's objectives including administration and travel arrangements for the Australian Boxing Teams and delegates.

Duties:

The duties of the Chief Executive Officer are set out in clause 35 of BAI's Constitution and, in accordance with the directions of the Board of Directors, include accountability for the utilisation of BAI's resources to achieve the most efficient and effective outcomes with responsibility for:

- management of BAI's administrative and financial functions,
- development, implementation, monitoring and assessment of BAI's programs,
- provision to the Board of Directors at its meetings of relevant and accurate information of the organisation's administration and program implementation,
- monthly provision to the Board of Directors of relevant and accurate accounting information including budgetary, financial and regulatory reporting,
- preparation and distribution of notice, agenda and accompanying papers for Board of Directors meetings,
- preparation and distribution of notice, agenda and accompanying papers for Council of Delegates meetings,
- attendance at all Board of Directors and Council of Delegates meetings, and attendance as directed by the Board of Directors at a meeting of any other committee,
- minute taking, including record of attendance, of Board of Directors meetings and Council of Delegates meetings, and any other meetings stipulated by the Board of Directors, and the distribution in a timely manner of the minutes of such meetings,
- establishment, maintenance and safe storing of proper records of all transactions, business, meetings and dealings of BAI, and the production of such records as appropriate at each Board of Directors or Council of Delegates meeting,
- the lodgment of appropriate statutory returns, financial statements, and any other legal requirements of BAI,
- creation and maintenance of a register of declared interests of Directors of the Board, and
- in consultation with the Chairperson, representation of BAI publicly.

Remuneration: \$24 per hour x 37.5 hours per week + superannuation levy

Hours of Work: Office hours are Monday to Friday (5 day week) 9.00am to 5.00pm with a half an hour lunch break. Some interstate travel may be required with time in lieu provided for out of office hours worked.

Schedule: IMPORTANT INFORMATION FOR CANDIDATES

BAI intends to commence the screening and interview process immediately following the date applications open. Please note if you are intending to apply please do so as soon as possible rather than waiting until the close date.

The schedule below is an indication only, with BAI reserving the right to amend if necessary:

January 22: Position advertised

February 1: Applications close

Applications: Expressions of interest should be forwarded to BAI via email bai@boxing.org.au, fax 03 9926 1331 or mail BAI, Sports House, Level 2, 375 Albert Road, Albert Park, Victoria, 3206, by close of business on **Friday, 1 February, 2008**.

Enquiries: The BAI CEO may be contacted for general enquiries regarding the position at bai@boxing.org.au or by telephone on 03 9926 1330.

Date: 22 January, 2008.