

<b>Volunteer Position Description</b>			
<b>Position Title</b>	Head of ACF Competitions (Volunteer)		
<b>Position Type</b>	Volunteer	<b>Reporting To</b>	ACF Board
<b>Location</b>	Flexible	<b>Date</b>	June 2024
<b>Nature of Tasks</b>	Co-ordinate and lead ACF Competition events managed by ACF Competition Committee, in line with the ACF strategic plan.		
<b>Suitable For</b>	An experienced Calisthenics Competition Event organizer, with a strong focus on outcomes.		

### **ABOUT THE AUSTRALIAN CALISTHENIC FEDERATION**

The Australian Calisthenic Federation Limited (ACF) is the national governing body for Calisthenics in Australia. The ACF is responsible for developing the sport and setting the strategic direction at the National level, with the primary goal to innovate, promote, administer, and coordinate the unique sport of Calisthenics. Through its efforts, the ACF ensures national consistency with rules, coach accreditation, skills and adjudicating programs, and the delivery of a National Competition Event program, through volunteer run standing committees.

### **OVERVIEW AND PURPOSE OF THE POSITION**

The Head of the ACF Competition Committee will co-ordinate and lead the committee activities in support of the National Event objectives of the ACF. The role is pivotal to the success of the ACF National Competition Events program and the development of new and innovative programs to meet the diverse and changing needs of the Australian calisthenics' community. It includes communications, social media, and stakeholder engagement activities, and requires engagement and liaison with all other ACF Board Committees as required to fulfill the objectives of the role.

This role is undertaken on a volunteer basis and requires a significant commitment of time, expertise, and passion for bringing Calisthenics to the National stage. The incumbent will be a strong communicator and experienced leader, skilled at bringing people together to deliver large-scale events with an ability to manage operational detail while having their eye on the big picture. Ideally, the incumbent will be a prominent member of the Calisthenics community with the passion, networks and understanding of the sport to progress and innovate the ACF National Events program. The role will likely require travel and meetings outside of standard business hours.

## KEY RESPONSIBILITIES

- The administration of the ACF National Competition Events program, which encompasses events such as the ACF National Championships, and the Pan Pacific Masters Games.
- Providing expert advice and support to member States in the conduct of competitions.

## CORE FUNCTIONS

- Coordinating National Competition Events:
  - Lead the development of the format and content of ACF National Events Program to meet the changing needs of the calisthenics community.
  - Collaborate closely with the ACF Competition Committee and host State/Territory Associations to ensure seamless execution of events.
  - Prepare competition budgets for approval by the ACF Board.
  - Update and maintain the National Administrative Procedures, Hosting Guidelines, Calendar, and Schedule of Tasks.
- Leadership and Collaboration:
  - Lead and inspire the ACF Competition Committee, fostering a collaborative approach to events at the national level.
  - Contribute to developing strategies to ensure the long-term viability and success of the ACF National Events program.
  - Lead the development and implementation of policies relevant to the delivery of the ACF National Events program.
  - Report and collaborate with the ACF by maintaining open communication channels and providing regular updates to the ACF Board.
  - Provide relevant and timely content and information to the ACF Marketing and Communications Officer for promotion of National Events.
- Expert Guidance and Support:
  - Provide expert advice and support to member States in conducting successful competitions.

## QUALIFICATIONS AND SKILLS

- Calisthenics Competition Event Management Skills
  - Demonstrated ability to successfully organize and manage championship calisthenics competitions.
  - Proficient in coordinating large-scale events, creating schedules, and handling logistics effectively.
  - Familiarity with the intricacies of ACF National Competition Events.
  - Possesses a working knowledge of the ACF National Rules & Regulations.
- Administration & Operational Skills
  - Adept at maintaining precise records, preparing budgets, and paying meticulous attention to detail.
  - Ability to cultivate positive relationships with suppliers.

- Skilled in organizational tasks and digital tools.
- Leadership & Communication Skills
  - Proven leadership skills in managing teams and stakeholders.
  - Strong communication abilities for effective collaboration.
  - Appreciation for the complexities of working with diverse stakeholders.
  - Proactive approach to problem-solving and decision-making.
- Personal Qualities
  - Consistently committed to achieving excellence.
  - Willingness to learn and grow professionally.

### ORGANISATIONAL REQUIREMENTS

- Current Working with Vulnerable People (WWVP) registration - or equivalent.
- Adhere to ACF's Code of Conduct.

### PERFORMANCE INDICATORS

The right person for this role shares the ACF's Vision, Purpose, and Values. Your performance will be assessed against the Key Responsibilities annually as part of the ACF's Performance Review process.

At all times you are expected to ensure the company needs are forefront of your decision making and the outcome of your work aligns with the ACF's strategic plan.

### RELATED DOCUMENTS

The following documents relate to the position:

Reference	Title	Identifier
(1)	ACF National Competition & Rules (NCR) Standing Committee Charter	ACF-084-CHA