

Volunteer Position Description			
Position Title	NCEF Lead (Volunteer)		
Position Type	Volunteer	Reporting To	ACF Board
Location	Flexible	Date	January 2026
Nature of Tasks	Drives the vision, governance and oversight of the National Competition & Event Framework (NCEF) across ACF's national competitions.		
Suitable For	An experienced strategic and governance leader with a strong understanding of national sport competition environments.		

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 NCEF Lead is responsible for providing strategic leadership and governance oversight of the National Competition & Event Framework (NCEF). The role exists to ensure ACF's national competitions are planned, delivered and continuously evolved within a clear, consistent and sustainable national framework, aligned to the organisation's strategic priorities.

Reporting to the ACF Board, the NCEF Lead chairs the NCEF Steering Committee and provides leadership across the national competition portfolio. The role focuses on framework development, governance, assurance and alignment — enabling Heads of Competitions & Events to deliver individual national events within agreed standards, policies and structures, rather than direct involvement in day-to-day event delivery.

This role is undertaken on a volunteer basis and requires a significant commitment of time, expertise, and passion for advancing calisthenics at a national level. Ideally, the incumbent will be a respected member of the calisthenics community with the insight and sector knowledge required to guide the ongoing development of the National Competition & Event Framework.

The role may require travel and participation in meetings outside of standard business hours.

TERM OF APPOINTMENT

This is a volunteer appointment for a fixed term of two (2) years, aligned to the ACF competition cycle. Appointees may serve up to three (3) consecutive terms. Any additional term beyond this may only be approved by the Board under exceptional circumstances.

To support continuity and succession planning, terms for competition and event roles may be staggered, with some initial appointments made for shorter or longer periods to align future renewal cycles.

KEY RESPONSIBILITIES

The NCEF Lead is responsible for delivering effective governance and strategic oversight of ACF's national competition program by:

- Implementing the strategic direction of the National Competition & Event Framework (NCEF) in line with the overarching strategic direction set by the ACF Board.
- Establishing and maintaining the governance framework for national competitions, including policies, standards, templates, decision-making and escalation pathways.
- Chairing and leading the NCEF Steering Committee, ensuring effective oversight, coordination and accountability across the national competition portfolio.
- Ensuring alignment and coordination across NCEF-aligned sub-committees and reference groups, including Rules, Grading, Assessing, Eisteddfod and the Stakeholder Reference Group (SRC).
- Providing assurance to the ACF Board regarding the consistency, integrity, risk management and overall quality of national competition delivery.
- Enabling Heads of Competitions & Events to plan and deliver individual cornerstone events within agreed national standards and frameworks, without direct involvement in day-to-day event delivery.
- Supporting continuous improvement of national competition governance through review, feedback and refinement of the NCEF and associated frameworks.

CORE FUNCTIONS

In fulfilling the responsibilities of the role, the NCEF Lead will:

- Lead and participate in regular NCEF Steering Committee meetings, including setting agendas, guiding discussion and ensuring actions and decisions are progressed.
- Maintain active oversight of the National Competition & Event Framework, including scheduled reviews, updates and alignment with broader ACF strategy.
- Work collaboratively with Heads of Competitions & Events to provide guidance, direction and escalation support within the agreed national framework.
- Engage with NCEF-aligned sub-committees and reference groups to support alignment, information flow and coordinated decision-making.
- Provide timely advice, reporting and recommendations to the ACF Board on matters relating to national competition governance, risk and performance.
- Support post-event review and learning processes to inform continuous improvement of national competition delivery.

QUALIFICATIONS AND SKILLS

- Leadership and Governance Capability
 - Demonstrated experience in senior leadership, governance or strategic oversight roles, preferably within sport, events or a comparable not-for-profit environment.
 - Ability to lead complex portfolios, provide assurance, and support effective decision-making at Board or committee level.
 - Experience chairing or contributing to committees or working groups with diverse stakeholders.

- Sector Knowledge and Strategic Insight
 - Strong understanding of the calisthenics sector and the national competition environment, or the ability to rapidly develop this knowledge.
 - Capacity to apply strategic thinking to evolve national frameworks, structures and delivery models in response to changing needs.
 - Sound understanding of the principles of competition governance, integrity and risk management.
- Leadership and Communication Skills
 - Highly developed interpersonal and communication skills, with the ability to build trust and alignment across a diverse national stakeholder group.
 - Proven ability to influence, guide and align leaders and volunteers without direct line management responsibility.
 - Confidence in navigating complex issues, managing competing perspectives and supporting constructive outcomes.
- Personal Qualities
 - High level of integrity, professionalism and commitment to ACF values.
 - Strong judgement and the ability to balance strategic priorities with practical considerations.
 - Willingness to contribute time, expertise and leadership to support the ongoing development of ACF's national competition program.

ORGANISATIONAL REQUIREMENTS

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

PERFORMANCE AND ACCOUNTABILITY

The right person for this role shares the ACF's Vision, Purpose, and Values. Your performance will be assessed against the Key Responsibilities outlined in this Position Description, with a focus on delivery outcomes, collaboration, alignment with ACF values and frameworks, and organisational needs.

To support you in the role and ensure expectations are clear, a check-in review will be conducted approximately six (6) months into the appointment. A formal performance review will also occur toward the end of each term to inform decisions around reappointment, succession planning, or transition.

At all times, you are expected to ensure the organisation's needs are at the forefront of your decision-making and that the outcomes of your work align with the ACF Strategic Plan.

RELATED DOCUMENTS

The following documents relate to the position:

Reference	Title	Identifier
(1)	ACF National Competitions & Events Standing Committee Charter	ACF-085-CHA
(2)	ACF National Competition & Events Framework	ACF-019-PRC
(3)	Elevate 28 Strategic Plan	ACF-015-PLN