

APPA Chairperson – Position Description

1. Role Purpose

The Chairperson leads the Board of the Australian Pool Players Association (APPA) in governing the organisation with integrity, transparency and strategic focus. The role ensures APPA fulfils its purpose, advances the sport nationally, meets all legal and regulatory obligations, and upholds the highest standards of governance, member service and organisational culture.

The Chairperson provides leadership to the Board, facilitates effective decision-making, and represents APPA to key stakeholders across Australia and internationally.

2. Key Responsibilities

2.1 Governance Leadership

- Lead the Board in setting APPA's strategic direction and monitoring progress against objectives.
- Ensure APPA maintains strong governance frameworks, including policies, delegations, codes of conduct, and conflict-of-interest processes.
- Promote a culture of integrity, fairness, accountability and continuous improvement.
- Ensure the Board operates in accordance with the APPA Constitution, relevant legislation, and good governance practice.
- Oversee Board performance, including annual evaluations and director development.
- Support succession planning for Board and key volunteer roles.

2.2 Strategic Oversight

- Guide the development, approval and review of APPA's strategic and operational plans.
- Ensure APPA's activities align with its mission, values and long-term objectives.
- Monitor emerging issues, risks and opportunities affecting the sport and the organisation.
- Ensure appropriate risk management frameworks are in place and regularly reviewed.

2.3 Financial and Compliance Oversight

- Ensure APPA maintains strong financial controls and transparent reporting.
- Oversee the Board's review of budgets, financial statements, cash flow projections and audit outcomes.
- Ensure APPA meets all statutory, regulatory and reporting obligations.

- Support the Treasurer in maintaining financial accountability without assuming operational financial duties.

2.4 Board Leadership and Meetings

- Set the agenda for Board meetings and the Annual General Meeting in consultation with the Secretary and relevant officers.
- Chair all Board meetings and the AGM, ensuring they are efficient, fair and compliant with governance requirements.
- Facilitate constructive discussion, encourage diverse viewpoints and ensure decisions are well-informed.
- Ensure minutes accurately reflect decisions and actions, and that follow-up occurs.
- Ensure Board papers are high-quality, distributed on time and support effective decision-making.

2.5 Stakeholder and External Relations

- Act as the primary spokesperson for APPA when required.
- Represent APPA to national and international bodies, including WPA, OPBA, government agencies, partners and sponsors.
- Maintain strong relationships with state associations, clubs, event hosts, volunteers and members.
- Promote APPA's values, reputation and strategic priorities across the sport.

2.6 Organisational Culture and Member Engagement

- Ensure APPA fosters a safe, inclusive and respectful environment for all participants.
- Support the development and communication of APPA's culture, behaviours and expectations.
- Ensure complaints and disputes are managed promptly and in accordance with policy.
- Ensure volunteers and sub-boards receive appropriate support, guidance and recognition.

3. Authority and Relationships

3.1 Authority

The Chairperson has authority to:

- Lead the Board and oversee its governance responsibilities.
- Represent APPA in official capacities as delegated by the Board.
- Ensure compliance with governance processes and policies.

The Chairperson does not:

- Manage day-to-day operations.

- Override the responsibilities of the Secretary, Treasurer or other officers.
- Act unilaterally on matters requiring Board approval.

3.2 Key Working Relationships

- APPA Board of Directors
- Secretary and Treasurer
- Sub-boards and committees
- Members, volunteers and event officials
- National and international governing bodies
- Government agencies, partners and sponsors

4. Requirements and Competencies

4.1 Essential Requirements

- Acts at all times in the best interests of APPA and its members.
- Demonstrates high ethical standards, integrity and impartiality.
- Holds, or is willing to obtain, a Working With Children Check if required.
- Has a strong understanding of governance principles and director responsibilities.
- Has a working knowledge of APPA's Constitution, rules, policies and competition structures.
- Can commit the time required to fulfil the role, including attending all Board meetings.

4.2 Key Competencies

- Effective communicator with strong leadership and facilitation skills.
- Ability to oversee organisational activities without becoming operational.
- Strategic thinker with the ability to guide long-term planning.
- Sound understanding of financial oversight and risk management.
- Ability to build relationships and represent APPA professionally.
- Unbiased, fair and receptive to change.
- Supportive leader who fosters collaboration and accountability.

5. Conflict of Interest

The Chairperson must immediately declare any actual, potential or perceived conflict of interest to the Secretary, who will inform the Board. The Chairperson must remove themselves from discussions or decisions where a conflict exists.

6. Induction and Handover

The outgoing Chairperson is responsible for providing a structured handover to the incoming Chairperson, including:

- Governance documents and policies
- Strategic and operational plans
- Financial reports and risk registers
- Key contacts and stakeholder relationships
- Current issues, priorities and upcoming obligations

The Board will support the incoming Chairperson through induction and ongoing development.