



Position description

Chief Executive Officer

Role Specification

Unit/section:	Central Office	Location:	Legacy Chambers 47 York Street Sydney
Position Reports to:	Chairman of the Board, Board of Directors		
Direct Reports :	Chief Operating Officer Manager, Finance Manager, Information Systems and Technology (IS&T) <i>Others tba.....</i> Personal Assistant to (a) Chairman (b) President Sydney Legacy		
Indirect Reports:	Department Managers		

Position Goal (succinct statement of why the position exists)

- The primary role of the CEO is to provide leadership in the achievement of Legacy Club Services' objectives and to properly administer, in accordance with the Strategic Plan and the policies of the Board of Directors, its day to day operations.
- To ensure LCS meets the objectives set out in its Strategic Plan which can be summarized as:

VISION

Legacy is recognised by the community, government, and other ex-service organisations as an ethical, effective and responsible advocate for, and provider of, support for the dependants of veterans who gave their lives or health.

VALUES

The values which have driven behaviour of LCS and which are seen as vital for the on-going behaviour in Legacy (both for Legatees and Employees) are: Service, Compassion & Understanding, Honesty & Integrity, Transparency and Dedication

MISSION

Safeguarding the welfare of dependants of veterans who gave their lives or health, to ensure these dependants re-establish themselves and enjoy the best possible quality of life.

In relation to the CEO's role these can be summarised as:

- Provision of appropriate services and support to all participating clubs (currently Sydney, Far North Coast, Tamworth, Lachlan, Newcastle and Armidale)
- Provision of services to enrolled dependants.
- Maintaining a sound financial position.
- Generating sufficient income to support provision of services.
- Ensuring LCS is appropriately staffed (numbers and quality).
- Maintaining a good public perception of LCS and the Legacy brand.
- To lead and motivate the great team of people employed by LCS.
- To lead the implementation of LCS' strategic plan utilising the resources of LCS, both human and financial.

Key Result Areas

- To ensure all Departments within LCS adopt the Strategic Plan and incorporate it in their own Business Plans;
- To build and maintain a high internal reputation with:
 - (a) Chairman and Directors
 - (b) Presidents of participating Legacy Clubs
 - (c) Legatees and other volunteers
 - (d) Senior Executives and staff

for: value-added professionalism, proactivity and coordination – the outcome being that the CEO's services and advice are in high demand and he/she has the support of Legatees and managers at all levels.

Working Relationships (including purpose of relationship)

- Attend LCS Board meetings and develop good working relationship with directors and the Board as a whole. Contribute to Board policy and provide essential input and advice to support Board discussions and decisions.
- Develop good working relationships with relevant committees and Legatees. Although the Board carries the ultimate responsibility there are many Legatees whose support and advice will be critical to the CEO for the smooth and efficient operation of LCS.
- Regular visits to participating clubs as well as metro and country divisions to:
 - develop and maintain good relationships with legatees and staff;
 - ensure the implementation of Board policies/decisions;
 - ascertain/correct local issues;
 - support the overall aims of the organization, and
 - encourage the free flow of information.

- Represent LCS (together with the Chairman and/or President of Sydney Legacy and other Legatees) in dealings with other Legacy Clubs and Ex-Service Organisations (ESO) to ensure Legacy's interests are appropriately considered and that our dependants are catered for.
- Represent LCS (together with the Chairman, and/or President of Sydney Legacy and other Legatees) in dealings with the Department of Veteran Affairs and other federal and state bodies as appropriate to ensure that Legacy continues to be seen as a key partner worthy of consideration and support.
- Attend LCS Executive as full member.
- Attend meetings of principal LCS committees.