

# POSITION DESCRIPTION

<b>Position Title:</b>	Chief Executive Officer	
<b>Reporting To:</b>	RSL NSW Board of Directors	
<b>Number of direct reports:</b>	5	
<b>Financial Responsibility</b>	Expense Budget (pa):	~ \$10m
	Expense Authority:	\$500,000

## Organisational Environment

RSL NSW is a member-based veterans' charity, founded in 1916. For over 100 years, RSL NSW has supported veterans and their families through effective advocacy, camaraderie, and commemoration. RSL NSW also connects veterans and their families to specific support services through the network of 320 sub-Branches (with around 28,000 members) around New South Wales and through the partner charity RSL LifeCare, which provides support with Department of Veterans Affairs (DVA) claims and advocacy, financial and housing assistance, counselling, homelessness, employment and training, wellbeing through equine therapy and community support.

RSL NSW is implementing its Strategic Plan 2021 – 2026 to realise its vision of ensuring by 2026 that every veteran in NSW knows what the RSL stands for, what it does and wants to be involved as member. RSL NSW is making a \$15 million plus investment in its future to achieve this vision.

The implementation of the Strategic Plan's initiatives is managed as a Program of projects to ensure that the members' benefits are achieved in a pragmatic, timely and commercially efficient manner. The Program is arguably the largest change initiative RSL NSW has undertaken in the last 50 years and is essential for it to remain a relevant and effective advocate and support community for veterans in NSW.

## Purpose of Role

The CEO is responsible for the business operations State Branch and supporting RSL NSW sub-Branches, chapters, as well as other controlled or associated entities to achieve our charitable purpose and meet compliance obligations.

The CEO provides the strategic leadership for the whole organisation and acts as a role model to employees. The CEO also supports the President and elected directors in their roles to represent RSL NSW and advocate for veterans and their families when engaging with Government, other Ex-Service Organisations, and third-party stakeholders.

The CEO is appointed by and reports to the Board of Directors (*Board*).

The CEO is to maintain a strong working relationship with the President and Chair of the Board of Directors and is expected to communicate in a transparent, candid, and concise manner with the President, Chair,

Directors, and other stakeholders. The CEO also works closely with the elected President of RSL NSW, who is a member of the Board.

## Key Responsibilities

The role of the CEO includes but is not limited to:

### 1. Legal Compliance

- a. Oversight of the legal, regulatory and policy compliance of the organisation and monitoring of compliance with relevant laws and regulations of State Branch, sub-Branches, chapters, and other associated entities.

### 2. Strategy & Governance

- a. Implement and annually review the Strategic Plan, Enterprise Risk Management Plan and supporting Business Plans, budgets, and corporate objectives, to achieve the operational and strategic outcomes in consultation with the Board, and with input from the executive leadership team.
- b. Support the Board to fulfil its governance obligations and facilitate the optimum performance by the Board, its committees and individual Board members.
- c. Ensure the Board, staff, RSL NSW members and other stakeholders are kept informed of the dealings of RSL NSW in an open and transparent manner.

### 3. Management and Administration

- a. Provide leadership and oversight of all RSL NSW's programs and activities, manage the day-to-day operations, and assure a smoothly functioning, efficient organisation.
- b. Lead the ANZAC House team, sub-Branches, and volunteers to effectively implement the strategy and annual plans.
- c. Assure program quality and organisational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.
- d. Provide financial, administrative and property support where required to RSL NSW entities including District Councils, RSL sub-Branches, Auxiliaries, and subsidiaries.
- e. Provide oversight of the operations, management, and financial performance of Hyde Park Inn (until disposed).
- f. Management of other assets held or controlled by RSL NSW.
- g. Ensure that RSL NSW performs its role as the sole member of RSL Lifecare.

### 4. Finance (including fundraising)

- a. Oversee the financial activities of the organisation including budgeting, reporting and audit.
- b. Work with the Board to ensure appropriate allocation of financial resources to support short- and long-term goals.

- c. Recommend to the Board appropriate financial delegations and ensure they are monitored and complied with.
  - d. Promote programs and services that are produced in a cost-effective manner, employing economy while maintaining an appropriate and acceptable level of quality.
  - e. Recommend to the Board, implement, and monitor a viable fundraising plan, policies, and procedures.
  - f. Participates actively in identifying, cultivating, and soliciting donor prospects.
- 5. Recruitment, Selection and Performance Management**
- a. The selection and performance management of the CEO's executive leadership team members.
  - b. Manage staff and volunteers, plan staff succession and future capacity required to deliver the strategic plan and charitable purpose.
- 6. Engagement with RSL NSW membership**
- a. Engagement with members in coordination with the President/Chair and State Secretary.
- 7. External Representation**
- a. Represent RSL NSW to government, the community, RSL Australia and other relevant peak bodies when required by:
    - Acting as an advocate, within the public and private sectors, for issues relevant to RSL NSW.
    - Representing RSL NSW as the public spokesperson in the absence of the President/elected directors to the community.
    - Representing RSL NSW at formal Commemorations.

## **Selection Criteria – Essential**

- Exceptional strategic leadership skills, including previous experience in an Executive level position.
- High level of emotional intelligence and strong interpersonal communication skills.
- Proven track record of achievement in organisational change, transformation, management, leadership, and development.
- Proven track record in management of complex internal and external stakeholder relationships, including Government relations.
- Strong business acumen, including governance frameworks, financial and commercial skills.
- Strong and clear understanding of the needs of veterans, the veteran community, the Australian Defence Force, and government relations.
- Evidence of an ability to make sound decisions and provide clear direction to empower teams and achieve outcomes.
- Team builder who is able to connect with staff, volunteers and members both at an individual level and in groups.

## **Selection Criteria – Desirable**

- Experience working with a Board.
- Management experience in a values-based members' organisation or Not for Profit.
- Appreciation of the regulatory environment that not-for-profit organisations operate in to achieve their mission.
- Experience meeting with officials at highest levels of Government (for example, Governor of NSW, Prime Minister, Premier).
- Relevant tertiary and other qualifications.

## **Key Performance Indicators**

- *To be developed with successful candidate.*