

## **Country Football WA – Expression of Interest for Board Secretariat (Volunteer Role)**

Country Football WA (CFWA) is seeking a dedicated volunteer to take on the role of Board Secretariat. This position is crucial in supporting the governance and operational efficiency of CFWA as we continue to grow football across regional WA.

### **About the Role**

The Board Secretariat will:

- Prepare and distribute Board papers, agendas, and minutes.
- Coordinate Board meetings, including scheduling, logistics, and follow-up on action items.
- Ensure compliance with governance procedures and maintain accurate records of Board activities.
- Support communication between the Board and key stakeholders.

### **Who We're Looking For**

We seek individuals with a strong understanding of governance and administrative functions, ideally with experience in board or executive support roles. Familiarity with the sports sector or community organisations is highly valued. This role offers a unique opportunity to contribute to the growth of regional football and engage with key stakeholders in the sport.

### **Commitment**

This is a volunteer position with an initial term of two years, starting in February 2025. The Board Secretariat will be expected to attend monthly Board meetings (virtual or in-person) and other relevant CFWA events.

### **To Apply**

Please submit a CV and a brief cover letter (max. 400 words) outlining your skills and how you can contribute to this role.

Applications can be sent to:

Brent Hedley  
Executive Manager, Country Football WA  
[countryfootballwa@wafc.com.au](mailto:countryfootballwa@wafc.com.au)

### **Submission Deadline**

Applications for candidates will close at **4:00 pm on 18th October 2024.**

*CFWA is committed to reflecting the diversity of the communities we serve and welcomes applications from people with disability, women, Indigenous, and multicultural candidates.*