

Position Description: Chairperson

Reports to: Spence Club Inc.

Key Relationships: Executive Committee (Deputy Chair, Secretary, Treasurer); Board Members and Sub-Committee Leads; Spence Club Members and stakeholders; Key external partners, speakers, sponsors.

Relationship with Key Roles:

The Chairperson works closely with the Deputy Chairperson to ensure strong, consistent leadership across all Spence Club activities. Together, they share responsibilities where appropriate, coordinate leadership coverage, and model collaborative decision-making. The Chair sets the strategic direction, while the Deputy Chair supports execution and board cohesion.

Role Purpose:

The Chairperson leads the strategic direction of Spence Club by ensuring its governance, vision, and values are upheld across all decisions and activities. The role provides leadership to the Board, supports operational oversight, and champions the Club publicly, ensuring its future direction is sustainable, inclusive, and aligned with empowering women in South Australia.

Strategic Responsibilities:

- Set and guide the strategic direction of Spence Club Set and guide the strategic goals of Spence Club in collaboration with the Board
- Represent Spence Club publicly and act as its primary ambassador
- Ensure board decisions reflect the Club's vision, values and member needs
- Facilitate governance discussions, planning and board performance reviews
- Support the creation of new sub-committees as needed
- Support a values-based culture that empowers women and fosters inclusion
- Drive succession planning and board leadership continuity

Operational Responsibilities:

- Chair and facilitate effective board meetings
- Liaise with the Secretary to prepare meeting agendas and ensure accurate, timely information sharing
- Monitor the performance of the organisation and oversee transition planning where needed
- Ensure compliance with the Club's Constitution, policies, and legal obligations
- Act as key spokesperson at the AGM and other strategic events
- Support succession planning, volunteer engagement and board onboarding
- Lead annual planning and recalibration sessions with the Board

Desirable Skills and Attributes

- Experience chairing a board or committee
- Confident facilitator with inclusive leadership style
- Ability to lead through change and align diverse viewpoints
- Public speaking and stakeholder engagement experience
- Commercial and strategic mindset
- Emotional intelligence, professionalism and integrity
- Values-driven leadership with strategic focus
- Friendly, welcoming and reliable

Success Measures

- Strategic plan reviewed and aligned annually
- Governance procedures followed and board engagement remains high
- Compliance with Constitution and relevant legislation
- Meetings are timely and outcomes-focused
- Board cohesion and confidence in leadership
- Positive relationships fostered with members, stakeholders and sponsors

Time Commitment


- 12-15 hours a month, including board and AGM prep
- Attending events, including helping to set up or pack up

Term: Two years (in line with board terms)

Constitutional Requirements

- Must be a current member for at least 12 months
- Must meet membership criteria in Section 5 of the Spence Club Constitution

Board Member Expectations

- Commit to Spence Club's mission, values, and gender equity objectives
 - Avoid conflicts of interest and maintain confidentiality
 - Attend all board and sub-committee meetings regularly and punctually
 - Foster positive, inclusive relationships across the Club
 - Represent Spence Club at a minimum of five events annually
 - Maintain confidentiality and act ethically
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