

Employment Agreement – Glenn Robert Tasker and Australian Swimming Inc.**Annexure One – Duties Statement****AUSTRALIAN SWIMMING INC.****Position:** Chief Executive Officer**Reports To:** President and Board of Directors**Direct Staff Reports:** Manager, Corporate Services; High Performance Director; Head Men's Coach; Head Women's Coach; National Events Manager; Executive Assistant;**Summary of Duties:**

As Chief Executive Officer you will have the exciting opportunity of leading Australian Swimming Inc., ensuring its future development and promotion through well executed commercial, sport & event related programs.

Reporting to the Board, the Chief Executive Officer will be responsible for the overall efficiency and effectiveness of all Australian Swimming Inc. operations. This will not only involve the management & development of all human and financial resources, but also the provision of the strategic planning & implementation frameworks necessary to meet the Australian Swimming Inc. objectives.

The Chief Executive Officer is responsible for providing leadership; direction and overall management of the activities & services of Australian Swimming Inc. In fulfilling these duties the Chief Executive Officer will be expected to achieve positive outcomes for the following overall duties, including:

1. In conjunction with the Board of Directors, staff, Committees and membership, develop and implement a corporate vision for Australian Swimming Inc. and devise and implement strategies to achieve the stated goals and aims;
2. Co-ordinate and manage the activities & services of Australian Swimming Inc. to ensure the professional, timely and efficient delivery to stakeholders.

**Key Duties:**

The Chief Executive Officer will be expected to fulfil a number of key duties, including:

1. Planning and Policy - Initiate, develop and implement strategy and policy matters;
2. Financial - Manage the Australian Swimming Inc. commercial operations efficiently and profitably; Ensure revenue sources are diverse and stable;
3. Management - Assume the overall responsibility for the management of the day to day operations of Australian Swimming Inc.; Provide leadership and direction to the staff, Committees and membership of Australian Swimming Inc.;

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4. Representation & Relationships - Provide effective and active representation of Australian Swimming Inc. at all levels, including the State Associations, ASCTA, Australian Sports Commission, FINA, AOC, ACGA; Develop and enhance the Australian Swimming Inc. relationships with stakeholders;
5. Promotion & Marketing - Ensure the optimal development and promotion of all activities & services of Australian Swimming Inc.; In conjunction with approved Marketing Agents, develop and implement a marketing plan with associated strategies and initiative to better position Australian Swimming Inc. within the Australian sporting framework; Act as a primary media spokesperson for Australian Swimming Inc. and, work with the marketing agents on all commercial sponsorship arrangements with Australian Swimming Inc.

**Specific Duties:**

The Chief Executive Officer will be expected to fulfil the following specific duties:

- a. Represent the management team of Australian Swimming Inc. at Board level; Manage, co-ordinate and implement the policy decisions of the Australian Swimming Inc. Board;
- b. In conjunction with the staff & committees, develop, manage and monitor the Australian Swimming Inc. financial budget(s);  
Provide leadership, direction, supervision and support of all personnel;  
Establish policies and practices for mutually agreed performance objectives for use in staff performance appraisals;
- c. Oversee the performance appraisals for Australian Swimming Inc. personnel and receive, compile and act upon the summary reports and recommendations;
- f. Oversee the training and professional development of Australian Swimming Inc. personnel;
- g. Supervise HR strategies, including recruitment goals, job design and selection of personnel;
- h. Oversee the High Performance Director, Head Men's and Head Women's coaches to ensure the professional, timely and efficient management and delivery of the existing high performance strategies & practices, ensuring the best possible outcomes for Australian Swimming Inc. at designated events;
- i. Oversee the Manager, Corporate Services, to ensure the professional, timely and efficient management and delivery of the Finance; Administration and Secretariat; Marketing; and Membership services of Australian Swimming Inc.;
- j. Oversee the National Events Manager to ensure the professional, timely and efficient development, implementation and management of all ASI events both domestic and international

*Handwritten initials/signature*

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- k. Manage the activities of Sports Marketing and Management to ensure the professional, timely and efficient development of appropriate sponsorship/marketing agreements and the support and continuation of those agreements;
- l. Liaise with the appointed State/Territory Committees on matters of finance, administration, development, competition, marketing & communications;
- m. Co-ordinate the tasks and activities of ASI Board and Ad hoc committees.
- n. Ensure the Member Protection Policy caters for all groups and is implemented and managed in an equitable, efficient and just manner;
- o. Manage all disciplinary matters with the ASI Disciplinary Committee;
- p. Act as Public Officer for Australian Swimming Inc under the ACT Incorporations Act;
- q. Attend Meetings for and on behalf of Australian Swimming Inc.;
- r. Any other duties as reasonably requested by the President, from time to time.

