



The Illawarra Turf Club Ltd Chief Executive Officer - Position Description

1. Position Objectives

The Chief Executive Officer is responsible for the overall operations of the Illawarra Turf Club, leading the team with an effective business strategy that optimizes the Illawarra Turf Club's growth.

Reporting to the Board of Directors, the Chief Executive Officer will assume responsibility for all team members, oversee team initiatives, and make corporate decisions that elevate the company's financial and operational performance.

As the senior leader at the Illawarra Turf Club, the Chief Executive Officer will foster a positive, inspiring and collaborative work environment that empowers employees to actively work toward Illawarra Turf Club goals.

2. Core Capabilities

It is expected that the Chief Executive Officer be able to demonstrate their expertise in the following key capabilities:

- **Commercials**
Understand the dynamic nature of running a member-based, racing industry organisation that delivers financial sustainability and balances positive social outcomes.
- **Strategy**
Develop, lead and drive a strong strategic direction and implementation plan for Illawarra Turf Club that sets it up for success into the future.
- **Growth**
Leverage the location of Illawarra Turf Club, its position as one of the region's leading sporting venues and capitalise on its extensive asset base.
- **Governance**
Effectively work with the Board of Directors and Senior Management to deliver modern corporate governance that aligns with legislative, racing industry regulations and the community expectations.
- **Risk**
Identify, mitigate and manage risks related to operations of Illawarra Turf Club in the key risk domains of Safety, Operational, Financial, Reputational, Compliance & Governance.

3. Duties & Responsibilities

3.1 Racing

- Co-ordinate all race day administration.
- Manage and be responsible for all race day activities.
- Co-ordinate and be responsible for race day personnel.
- Review race day programming and race day scheduling in conjunction with ITC employees and Racing NSW.
- Attend to the reporting requirements of Racing NSW following race meetings.

3.2 Marketing and Public Relations

- Develop a marketing plan to promote all race meetings.
- Develop a marketing plan to promote the ITC Function Centre.
- Develop and manage existing sponsorship plans for Club sponsors and to procure New sponsorships.
- Manage all social media platforms in collaboration with the marketing team (where available) including development and sharing of content to help grow engagement with Illawarra Turf Club Members and Social Media Followers.
- Develop Club Membership initiatives – grow membership.
- Develop and manage relationships and a customer focus with members and industry participants including racehorse owners and trainers.
- Develop, manage and leverage commercial relationships with racing and general media and any other persons associated with the Club to develop racing in the Illawarra region and the racing industry.
- Develop and manage strategies to attract horses to compete at Club race meetings.
- Work closely and in conjunction with the Board to ensure the marketing and promotion of the Club is aligned with the Club's Strategic Plan.

3.3 Finance

- Provide the Board with financial reports and advice.
- Prepare monthly and annual budgets in conjunction with the Illawarra Turf Club Board of Directors.
- Prepare monthly analysis of actual results against budget.
- Co-ordinate and manage relationships with the Club's accountant and auditor and assist in the preparation and completion of financial statements and lodgement with Fair Trading and associated documents with ASIC.
- Experience and knowledge in the use of accounting software. This also includes the ability to interpret financial documents, profit and loss and various financial documents, when reporting to the Board of Directors.
- Co-ordinate and be responsible for the Club's payroll, including employee entitlements.
- Responsibility for the Club's compliance with the Australian Taxation Office, including coordination and management of the lodgement of Business Activity Statements and associated Payroll data.
- Co-ordinate and be responsible for conducting of the Club's Annual General Meeting in conjunction with, and pursuant to, the Club's Constitution.

3.4 Capital Works Programmes

- Develop and manage capital works plans and oversee the administration of all projects.
- Actively explore and seek financial assistance, grants and subsidies from Government and Racing NSW.

4. Organisational Relationships

- The Chief Executive Officer will report to the Chairman and the Board of the Illawarra Turf Club.
- Attend Board meetings and ensure the accurate recording of minutes.
- Direct reports:
 - Administration staff (accounts/events/marketing).
 - Racecourse Manager & Staff.
 - Bar Manager & Staff.
 - Catering.
 - Casual race day staff and contractors.
- Liaise with:
 - Illawarra Turf Club Executives & Stewards.
 - Racing NSW Executive and management team.
 - NSW TAB.
 - Illawarra Turf Club Accountant & Auditor.
 - Participants, owners, trainers and jockey's association.
 - The media.

5. Chief Executive Officer Skillset

- Exceptional organisation, communication, and public relation skills and excellent racing knowledge.
- Outstanding written and verbal communication skills.
- Capacity to engage with people at all levels to build positive working relationships.
- Ability to motivate staff and provide leadership within a team and manage staff at all levels.
- Knowledge of and involvement in Australian Racing and Racing NSW and their respective rules.
- Capacity to work with the Racing Industry Governing Body.
- Thorough understanding of Work, Health and Safety legislation and ability to manage risks.
- Capacity to oversee budget preparation, financial analysis, project management, strategic planning, marketing, compliance/governance and event management.
- Proven business planning, business compliance and business development skills.
- Ability to manage staff at all levels.

6 Experience

- Previously held executive positions and/or experience in reporting to a Board of Directors.
- Involvement in the operation and management of a race club is desirable.

7. Workplace Health and safety

- The Chief Executive Officer will be responsible for the co-ordination of the workplace health and safety platform. The Chief Executive Officer will be aware of the workplace risks and promote the Workplace Health and Safety Policies of the Illawarra Turf Club.

8. General

- Build and promote The Illawarra Turf Club brand.
- Develop and manage a cohesive Illawarra Turf Club culture in conjunction with the Club Board that is inclusive of all participants and the wider community.
- Develop, co-ordinate and manage drive a customer centric, high performance team culture.
- Maximise staff effectiveness.
- Provide business advice to the Board including updates of risks facing the Club.
- Manage the implementation of Illawarra Turf Club Board decisions.
- Develop and manage strategies to increase race day sponsorship, race day patron numbers and on-course revenue.
- Develop and manage strategies that generate non-race day revenue, including growth of events and functions.

ENDS