



CIRCULAR 16/26

To: State/Territory Administrators/Secretaries, National Committee Chairs, MSA National Board, National Recorder and State/Territory Presidents

From: Rob Abernethy, General Manager

Date: Tuesday 30 June 2026

Subject: Call for Applications for MSA: Voluntary Board Administrator

Masters Swimming Australia (MSA) is seeking applications to for the position of:

- Voluntary Board Administrator (12-month initial term of appointment)

General Background:

The Board is responsible for managing the affairs of MSA. Following the 2024 adoption by members of a new [Constitution](#) and [By-Laws](#), and implementation of a new [Strategic Plan](#), the role of the Board continues to evolve and this newly created role presents an opportunity to join and assist the Board and National Office in managing executive and governance affairs. The Board meets circa every eight weeks, or as required. Meetings are usually held online but occasional planned travel may be required (note: all reasonable expenses covered by MSA).

In 2024 the Board adopted a [Board Charter](#) and a [Code of Conduct for Directors](#); prospective applicants are encouraged to review these documents in support of their application. Further, the successful applicant may also wish to choose to compliment their skills by completing the free, online [Start Line](#) Directors course offered by the Australian Sports Commission. Other MSA policies, annual reports and documentation can be found on the MSA [website](#).

- Accordingly, applications are sought from individuals who wish to be considered for the position of Voluntary Board Administrator (initial term of 12 months)

About the Voluntary Board Administrator role:

The VBA General Duties are outlined in the comprehensive Role Description along with the application requirements – please see the separate attachment. In summary, to be considered for the role, applicants are requested to:

- Complete the attached application form,
- Attach a copy of your CV/resume, and a current photograph, and
- Provide a short statement (300-500 words) outlining your suitability for the position

Nominations close on COB (5:00pm AEST) Monday 13 July 2026.



Masters Swimming Australia – Voluntary Board Administrator

Organisational Context

Masters Swimming Australia Inc. (MSA) is the peak body for adult swimmers aged 18 and above. It is a non-government, not-for-profit organisation, constituted in 1975.

MSA relies on the contribution of volunteers to support its operations. The Voluntary Board Administrator (VBA) will play an important role in supporting the effective functioning of the organisation's governance framework.

Nature of the Role (Volunteer)

This is a **volunteer position**, contributing approximately 7.5 hours per fortnight (around 15 hours per month). Flexible arrangements are available, and work can be completed remotely.

Purpose of the Role

The VBA will provide a governance secretariat, interface service and administrative support to the Board, National Office and Committees. This role will significantly contribute to the smooth operation of governance processes and supports the organisation in maintaining good administration and governance practices.

Key Responsibilities

In regular and close collaboration with the General Manager, the VBA will:

- Support the organisation and coordination of Board, the Annual General Meeting and miscellaneous peak level strategic and/or special meetings
- Assist with maintaining the annual calendar of Board and Committee activities
- Prepare and distribute agendas, meeting papers, circulars and motions for relevant MSA meetings
- Issue and track meeting invites, including associated communications with forum stakeholders
- Record and maintain accurate minutes, summaries and action registers, and work closely with the National Office on distribution and communication
- Assist in ensuring that required governance processes and meeting protocols are followed
- Attend Board and other meetings as required (virtually or in person / where applicable)
- Maintain and organise governance records, files and documentation
- Support the maintenance of Meeting Registers and Risk Registers to ensure they are current, and items monitored
- Assist the National Office with the drafting and coordination of the MSA Annual Report

Requirements, Skills and Experience

- The individual is a registered member of MSA
- Experience and/or interest in governance, administration and/or secretariat support (experience in sporting, community and volunteer organisations is highly regarded)

- Excellent verbal and written communication skills, including in preparing agendas, minutes, summaries, papers, emails and presentations etc.
- Technology skills including AI is highly regarded
- Good organisational and time management skills including observation of key deadlines
- Eye for accuracy, detail and process
- Ability to work collaboratively and diplomatically with the Board, National Office and a range of stakeholders
- High degree of professional ethics and integrity
- Always act in MSA's / the national interests of masters swimming

What We Offer

- The ability to make a meaningful contribution to the Masters Swimming organisation and member community
- Flexible volunteering arrangements
- Development of governance, administration and relationship management acumen
- Occasional travel (if required - tbc)

Eligibility:

To be eligible to apply and serve as the VBA, you must:

- Be a member of MSA, and
- Not be a member of staff of a MSA member organisation, and
- Not, serve in a role on the Executive or a Committee of a member organisation.

Application process:

To be considered for the role, applicants are requested to:

- Complete the attached application form,
- Attach a copy of your CV/resume, and a current photograph, and
- Provide a short statement (300-500 words) outlining your suitability for the position

These details will be provided to the MSA Board for review and consideration as part of the appointment process.

Applications are to be emailed to the MSA National Office via gm@mastersswimming.org.au and please cc: admin@mastersswimming.org.au by **close of business (5:00pm AEST)**
Monday 13 July 2026.

MASTERS SWIMMING AUSTRALIA INC – Application Form

Role: MSA Voluntary Board Administrator

Personal information:

Given name		Surname	
MSA number		Club	
Postal address			
Email		Phone	

Statement by applicant:

I apply for the above position and confirm that I meet the criteria specified in Role Description as outlined above.

Signature	
Date	

Please attach:

- Complete the attached application form,
- Attach a copy of your CV/resume, and a current photograph, and
- Provide a short statement (300-500 words) outlining your suitability for the position

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