



DINAH GLYKIDIS

CHIEF EXECUTIVE OFFICER

EDUCATION

DIPLOMA OF LEADERSHIP & MANAGEMENT

First Choice College

DIPLOMA OF HUMAN RESOURCES MANAGEMENT

First Choice College

DIPLOMA OF BUSINESS

Accredited Online Training

CERTIFICATE IV IN ACCOUNTING

TAFE NSW

YEAR 12 "CLASS OF 2006" GRADUATION CERTIFICATE

Mabel Park State High School | 2006

WORK EXPERIENCE

CHIEF EXECUTIVE OFFICER & COMPANY SECRETARY

Boxing Australia, Canberra ACT | Oct 2021 - Present

Leadership

- Provide strong, effective leadership and direction to promote future growth of the sport through commercial development, coach and officials' development, and athlete participation and pathways related programs.
- Development of strong relationships with all BAL stakeholders through establishing a high trust environment characterised by transparency and collaboration.

Participation Growth

- Co-design and implement strategies and programs to grow the athlete participant base and provide pathways for athletes, coaches, officials and administrators.
- Bring innovative thinking to the identification of new membership opportunities that do not fit the traditional approach but open up new, flexible opportunities to grow Boxing in Australia.

Stakeholder Relations

- Build and maintain relationships with, and meet the needs of, a diverse stakeholder group.
- Manage day-to-day relationships with funders, partners, government agencies, member organisations and other stakeholders.

Governance

- In conjunction with the Board of Directors initiate, develop, and implement governance structures, policies, accountability measures, risk management and planning approaches which drive productivity and performance.
- Ensure that BAL meets and fulfils all statutory, regulatory and any other compliance obligations

Strategy

- In collaboration with the Board of Directors initiate, develop and implement a periodic strategic plan
- Lead the execution of strategic initiatives including identifying the change implications to stakeholder groups so that they can be supported as required.

Operational Management

- Assume the overall responsibility for the management of day-to-day operations including deploying human and financial resources, managing workflow, administration and overall, driving and developing the business in order to deliver the agreed strategic objectives.
- Ensure fair and progressive human resource management practices across the organisation, including in relation to the unpaid volunteer workforce.



OTHER EDUCATION

| Governance Foundations for
Not-for-Profit Directors
(Australian Institute of
Company Directors)

| QRL Leadership Program
(QUT)

| AIS Strategy Design &
Execution Program
(Australian Sports
Commission)

| 2022 Women Leaders in
Sport Workshop (Australian
Sports Commission)

| The Start Line Director
Education Course
(Australian Sports
Commission)

WORK EXPERIENCE CONTINUED

Continued - CHIEF EXECUTIVE OFFICER & COMPANY SECRETARY
Boxing Australia, Canberra ACT | Oct 2021 - Present

Financial and Commercial Leadership

- Develop the annual budget, ensure appropriate policies, procedures and reporting measures are in place to promote budgetary compliance.
- Manage BAL operations and provide financial leadership in an efficient and profitable way.
- Develop stable and diverse revenue streams.
- Identify strategies to create a commercially sustainable sport irrespective of government funding.
- Secure sponsorship revenue and maximise opportunities for government (at all levels) funding generally and for specific events.

Profile

- Ensure the optimal communication and promotion of all BAL activities, services and programs while building the profile of BAL through strong brand and marketing programs and partnerships.
- Identify and implement digital technology across the business and exploit emerging opportunities to connect and monetise activities.
- Effectively manage relationships with the media and present as the spokesperson for the sport, in consultation with the President and Board.

Pathways

- Oversee the implementation of BAL's pathways program to deliver on pathways outcomes in conjunction with Combat Institute of Australia

COMPETITIONS EXECUTIVE

Queensland Rugby League, Milton QLD | 2014 - 2021

Administration and Co-ordination

- Provide daily support as required to the Competitions Manager (CM)
 - Assist CM with QRL delivery of Strategic, Operational, and governance plans to state-wide competitions stakeholders.
 - Assist CM to ensure all clubs are compliant with current Government legislation and the rules and policies of the NRL and QRL
- Liaise with the Competitions Manager and Club CEOs to prepare, finalise and maintain the season draw based on venue availability.
- Input draw updates into all relevant media and game management platforms
- Liaise with travel provider to hold and confirm flights, accommodation and bus transport as necessary for teams according to the draw, and manage issues arising.
- Create annual travel/events budget for approval.
- Process, and check against budgets, all claim forms and travel invoices issued by travel provider
- Organise player/officials/other stakeholder passes for start of season
- Set agenda, arrange flights, take and distribute minutes, arrange catering and meeting room, and manage action items for CEO meetings.
- Organise annual coaches forum and football operations forum
- Compile and maintain Operations Manual
- Attend and liaise with finance department on monthly accruals, budgets, reconciliations, invoicing, payments and forecasting; contribute to annual budgets and cash flow estimates for the competitions.
- Compile, distribute and collate Participation Agreements as required.
- Cut video vision to allow review of head/other injury footage.
- Assist with organising of end of season training seminar for doctors to drive good practice, consistency and a refresher on QRL expectations.
- Order and distribute match footballs for all competitions.
- Communicate with video service provider to ensure coverage for all competitions

SKILLS

| Technical

Microsoft Office Suite

Adobe

MYOB

Technology ONE

Xero

Expensify

MySideline

WORK EXPERIENCE CONTINUED

Continued - COMPETITIONS EXECUTIVE

Queensland Rugby League, Milton QLD | 2014 - 2021

- Download and maintain match footage for all state-wide competitions.
- Distribute weekly apparel requirements to all parties.
- Manage and maintain relevant e-signature platforms and aid Clubs.
- Responsible for efficient co-ordination of the QRL Meeting Rooms and Boardroom including bookings and catering where necessary
- Undertake projects relating to administrative practices in consultation with corporate stakeholders
- Assist in the establishment of efficient business practices and procedures in an effort to achieve better work practices and ensure policies, standards and procedures are adhered to
- Review all reception processes and duties to develop customised procedures in relations to the new premises
- Assist finance with accounts payable, and provide when needed support for payroll, a/c receivable, cash flow and reconciliations
- Provide secretariat support to the HR Operations Manager
- Assist HR Operations Manager in policy changes
- Assist all other departments where required

Match Review and Judiciary

- Review match reports to determine incidents requiring review, compile review summary
- Cut vision for Match Review panel; attend Match Review and act as Secretary
- Communicate Match Review panel decisions to Clubs and process responses
- Act as Judiciary Secretary; coordinating panel, preparing documentation (including history) and completing all correspondence to Clubs, coaches and players
- Maintain accurate records of review incidents, decisions and player history, liaising with NSWRL and NRL as required
- Update National Registration database, carry over points for suspension, send to NRL
- Maintain an accurate and complete file library of incident footage
- Work closely with NSWRL & NRL & adopt a continuous improvement focus
- Work closely with Clubs/other stakeholders to educate and assist with judicial matters
- Educate Clubs, coaches and match officials in the use of video analysis software

Themed rounds and projects

- Work closely with Commercial/Digital team to assist with events including graphics, invitations, obtaining footage, producing presentations, speeches, etc.
- Country Week - Visit Country Week venues pre-event to establish working relationships; Liaise with travel provider regarding all travel and logistics; arrange provision of footballs, templates for reporting, promotion items and marketing collateral as required; facilitate and compiled venue reporting to comply with government requirements. Developed the reporting back to government on Country Week
- Statewide Competition Grand Finals - Work closely with the Partnership & Events Executive to deliver Statewide Competition Grand Final annually; Responsible for all football related activities for the event; liaising with the stadium and broadcast teams, arranging catering for teams and referees, accreditation partners, run sheet
- Semi Pro day - Provide details of day to clubs; arrange travel for teams; assist in facilitating actual running of Semi Pro day
- Coordinate and liaise with stakeholders to deliver any Themed Round requirements

CERTIFICATION

| Current Working with
Children Check

| Director ID
036 80135 14542 94

WORK EXPERIENCE CONTINUED

Continued - COMPETITIONS EXECUTIVE

Queensland Rugby League, Milton QLD | 2014 - 2021

- Part of the first QRL Women's u15 & 18 camps, which is now occurring every year.
- Assisted in the development of the QRL Players Agreement, in consultation with various stakeholders both internally and externally with the NRL and RL Player Association.
- A member of the QRL Women's Strategic working group; development of the QRL Women's Strategic Plan
- Assisted in the development and roll out of the QRL Women's State-wide Competition alongside the QRL Competitions Manager, COO, MD and other key personnel. Developed the first QRL Women's State-wide Competition draw.

ACCOUNTS & MEMBERSHIPS OFFICER

Swimming Queensland, Chandler QLD | 2007 - 2014

Registrations/Memberships

- Assist clubs with membership and affiliation enquiries
- Deal with external parties with membership enquiries
- Administer membership and affiliation systems
- Troubleshooting difficult to determine issues with the online membership database
- Liaise with clubs and regional associations regarding training sessions to develop club volunteers and members with knowledge of online membership database
- Co-ordinate the distribution of membership and development materials

Financial Administration

- Manage company's financial program (MYOB)
- Accounts Receivable & Payable (including monthly invoicing of membership fees)
- Cash handling & Point of Sale
- Bank Reconciliations & reconciliation of Corporate Credit Cards
- Payroll, Payroll Tax & Superannuation
- BAS
- EOM & Monthly Financial Reporting
- EOFY & Assistance in Yearly Audit
- EOY Payment Summaries
- Monitoring Debtors/Creditors
- Assembling Annual Reports

Events

- Rostering
- Venue bookings
- Event administration & set-up
- Event Management – point of contact for venue staff, volunteers, officials & Swimming Queensland staff
- Arrange Clinics & Camps
- Team Manager on camps
- Arrange Annual General Meeting – including preparation of voting requirements, minutes and other relevant documentation

General Office Duties

- Reception duties and administrative support when required
- Processing of incoming and outgoing mail when required
- Storeroom procedures/ Filing
- Travel arrangements
- Verify records and maintains SQ's records databases

REFERENCES

| Available upon request

ADDITIONAL EXPERIENCE

DIRECTOR

Confederation of Australian Sport (CAS) | Nov 2022 - Current

- Govern the organisation by broad policies developed by the Board.
- Establish overall long and short-term goals, objectives & priorities for the organisation in meeting the needs of the sporting and broader communities.
- Promote the organisation through relevant networking and support philanthropic and political support and understanding of CAS.
- Monitor and evaluate the effectiveness of the organisation through a regular review of programs and services.
- Provide candid and constructive criticism, advice and comments.
- Approve major actions of the organisation, such as capital expenditure and major program and service changes.
- Stay up to date and actively monitor changes in the operating environment that impact on the organisation.
- Annually review the performance of the Board and take steps to improve its performance. Prepare for and participate in the discussions and the deliberations of the Board.
- Foster a positive working relationship with other Board members, and Executive staff. Be aware and abstain from any conflict of interest.
- Review compliance with relevant material laws affecting the organisation

FINANCIAL ADVISOR

Sunnyboys Painting, Brisbane QLD | 2019 - Current

- Quarterly BAS, quarterly PAYG Installments
- End of Year
- Payroll Tax, Payroll
- Payment Summaries (sub-contractors)

PRESIDENT

Mabel Park State High School, Logan QLD | 2014 - 2015

- Chair meetings including Annual General Meeting
- Provided leadership
- Acted as spokesperson/representative of the P&C
- Communication between P&C and school
- Accountable officer in all employment and OSCH issues
- Develop a budget that includes a contribution to the school budget (in collaboration with the Principle and P&C executive)
- Ensure records are kept up to date
- Maintain security of accountable forms
- Monitor payments are approved for appropriate purposes
- Attend school functions upon request

