

## POSITION DESCRIPTION AND SELECTION PROCESS

### FOR BOARD DIRECTOR

<b>RESPONSIBLE TO:</b>	The Board Chair
<b>LOCATION:</b>	215 Adelaide Street, Brisbane CBD  Meetings are mainly held at the Brisbane Office
<b>TERRITORY COVERAGE:</b>	National

### ORGANISATION OVERVIEW

With around 130,000 members, National Seniors Australia Ltd is Australia's largest independent not-for-profit membership organisation for older Australians. National Seniors' purpose is to empower positive futures for older Australians and it is an advocate on issues of concern for this group. It aims to influence policy and works to provide a well-informed and representative voice to government, business and the community.

National Seniors also has two commercial businesses - a registered Travel Agency and an Insurance Agency.

### BOARD OVERVIEW

The current Board consists of seven Directors; the Constitution allows for a maximum of nine Directors. The Board is skills based and seeks people who believe they have the experience to help guide the organisation into the future.

The Board is committed to gender balance.

As National Seniors is a national organisation, geographic location of the directors is important. Currently the Board has directors based in VIC, NSW, QLD, SA and WA. New directors from NSW, VIC and Tasmania would be highly regarded. However appropriately qualified persons from other states should also apply.

Directors are appointed for a term of three years.

## PURPOSE OF THE POSITION

The purpose of the position is to work as a member of the Board of Directors and provide strategic direction and governance to the organisation. Board members also form part of the National Council of National Seniors.

## RELATIONSHIPS

Fellow Directors, the Board Chair, National Council, National Seniors Membership and the Chief Executive.

## RESPONSIBILITIES

- Attend, prepare and contribute to the Board Meetings which are held bi-monthly and ad hoc communiques/teleconferences.
- Actively participate in workshops/meetings of the Board and National Council.
- Set the strategic direction of the organisation.
- Guide and support the management team in its execution of the strategic plan.

## MEETINGS

Meetings of the Board are held five times each year and are usually in Brisbane. National Council meets at least once each year in conjunction with Board meetings.

## DESIRED KEY ATTRIBUTES

- Keen interest in issues relating to older Australians
- General understanding of financial reports
- Commercial adeptness and a capacity to think and act strategically to guide the organisation into the future
- An awareness of the political process and of the public policy debates involving older Australians
- Ability to deliberate in a team environment
- Leadership qualities

## EXPERIENCE AND ELIGIBILITY

Demonstrated achievement and experience in a relevant field.

Applicant must be eligible to become a member of National Seniors Australia Ltd and be a financial member at the time of appointment.

The Board recognises that experience in various areas of life and work are important considerations that complement the core competencies identified above.

## EDUCATION/QUALIFICATIONS

To be stated as appropriate and relevant.

## REMUNERATION

Directors' sitting fees are paid. Travel expenses are also paid by National Seniors.

## ORIENTATION AND INDUCTION

Director's Orientation and Briefing by the Chair and the Chief Executive.

## SELECTION PROCESS

As per the National Seniors Constitution, all expressions of interest must be in writing and address the key attributes and relevant experience as outlined above. All applications will be considered by the Board Appointments Committee (BAC) which will select some candidates for interview.

The BAC will make recommendations for appointment as directors to the Board for approval. The Board then recommends the appointment of directors for approval at the AGM in November.

## APPLICATION

Please apply via email to [a.robertson@nationalseniors.com.au](mailto:a.robertson@nationalseniors.com.au),

Subject: Chair of the Board Appointments Committee; Director Position

Applications must be received by close of business Wednesday 31 October 2018. Any enquiries should be directed to the CEO Professor John McCallum.