

POSITION DESCRIPTION AND SELECTION PROCESS FOR NATIONAL COUNCIL MEMBERS

RESPONSIBLE TO: The Board Chair

LOCATION: 215 Adelaide Street, Brisbane CBD

Meetings are held in Brisbane or by videoconference several times each year

ORGANISATION OVERVIEW

With approximately 100,000 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 is an advocate on issues of concern for this group. It aims to influence government policy and works to provide a well-informed and representative voice to government, business and the community.

National Seniors funds its activities from revenue earned from commercial activities, membership subscriptions and sponsorships.

NATIONAL COUNCIL OVERVIEW

National Council is part of the governance arrangements of National Seniors and its composition and objectives are set out in National Seniors' Constitution. The National Council is established to provide a forum for the discussion of matters relevant to trends and strategic issues relating to the older Australians and to National Seniors Australia in general.

The Council will also provide reflections and relevant advice to the Board including:

- emerging trends and societal attitudes that impact on older Australians
- the nature and strategic direction of the priorities of National Seniors Australia and
- ensuring the structure of the organisation remains relevant to the needs of the National Seniors Organisation and older Australians generally.

NATIONAL COUNCIL STRUCTURE

The National Council comprises of a maximum of:

- all Directors
- Up to 10 ordinary members

All National Council Members are appointed to represent the entire membership of National Seniors as a whole and not any particular group or geographical area. Importantly, only National Council members can vote at a general meeting of National Seniors including the AGM.

National Council members are appointed for terms of up to three years.

PURPOSE OF THE POSITION

The main purpose of the position is to work as part of the National Council and provide strategic direction and governance to the organisation.

RELATIONSHIPS

Fellow National Council members, the Board of Directors, Company Secretary, National Seniors Membership and the Chief Executive and older Australians in their communities.

RESPONSIBILITIES

- Prepare for, attend and contribute to the National Council Meetings.
- Actively participate in workshops, meetings and working parties of the National Council.
- Assist with setting the strategic direction of the organisation.
- Support the activities of National Seniors at a local or state level as required by National Council.

MEETINGS

Meetings of the Council are held in November to coincide with the AGM and on other occasions each year as required. Meetings are in Brisbane or by teleconferencing.

ESSENTIAL KEY ATTRIBUTES (PLEASE ENSURE THAT THESE ATTRIBUTES ARE SPECIFICALLY ADDRESSED IN THE EOI)

- Keen demonstrated interest in issues relating to older Australians.
- Relevant special interests and involvement. For example community groups, professional pursuits or social engagement involving older Australians.
- Membership of National Seniors and other relevant bodies.
- Demonstrated 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.
- Demonstrated understanding of the National Seniors organisation including current activities in research and advocacy.
- A willingness to support the development and growth of the organisation.
- Capacity to devote adequate time and effort to the duties and functions of the role as directed by National Council.

EXPERIENCE AND ELIGIBILITY

Demonstrated interest in and understanding of issues relating to older Australians. Applicant must be a member of National Seniors Australia Ltd and be a financial member at the time of appointment.

REMUNERATION

This is a voluntary position, however, all essential expenses and other necessary expenses will be paid by National Seniors, according to company policies.

ORIENTATION AND INDUCTION

Orientation and Briefing by the Chair of the Board and the Chief Executive.

SELECTION PROCESS (EOI'S MUST CONFORM TO THE FOLLOWING DOCUMENTATION REQUIREMENTS TO BE CONSIDERED)

As per the National Seniors Constitution, all expressions of interest must be in writing and submitted by email only. The EOI's must be in the following format and have the attachments as described below:

- The covering email should only include contact information i.e. email, telephone details, State of residence and address, current status of membership of NSA and membership number.
- Provide three attachment documents to the email:
 - Document 1 “Key Attributes” which specifically addresses the required key attributes in the EOI and provides examples of the application of those attributes.
 - Document 2 “Interest in and Understanding of Key Issues affecting Older Australians”. This document should highlight the issues that you have a passion for.
 - Document 3 “CV” which includes the contact details again.
- References will be required however these can be provided at a later date by those applicants who proceed further in the application process.

The Board Appointments Committee will shortlist some candidates for interview. Should you be invited to proceed to interview you will be expected to have a clear understanding of NSA’s activities.

BAC will then make recommendations for appointment as a National Councillor to the Board for approval.

APPLICATION

Please apply via email to: a.robertson@nationalseniors.com.au

Chair of the Board Appointments Committee; National Council Member

Applications must be received by COB Thursday 7 April 2022.